

**भा.मा.ब्यूरो मुख्या./प्रशा/परिपत्र (19)/2023**  
**BIS HQ/ADMN/Circular (19)/2023**  
**दिनांक: 23 मार्च 2023**  
**Date: 23 March 2023**

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

**परिपत्र/Circular**

**Subject: Annual Physical Verification of laptop issued under the Laptop Policy, by the Administration Department, BIS for the Year 2022-2023.**

This has reference to the provisions mentioned in GFR, 2017 Rule 213 regarding Annual Physical verification of assets and consumable items/goods by every year ending 31 March.

2. In this context, Administration Department has issued laptops to the BIS officials for official use, vide Circular ref. Nos., BISHQ/ADMN/Circular (08)/2018 dated 24.04.2018, BISHQ/ADMN/Circular (05)/2019 dated 21.02.2019 and BISHQ/ADMN/Circular (104)/2022 dated 30.11.2022.

3. In this connection, as per provision of GFR, all concerned officials, are requested to kindly provide their laptop details as per Annexure 'A' attached herewith, to the Administration Department at e-mail: [administration@bis.gov.in](mailto:administration@bis.gov.in) latest by **31 March 2023**. If any official has not provided their information/details which will be treated as loss of BIS asset and viewed seriously.

4. This issues with the approval of Competent Authority.

Encl: as above



(संदीप मीना)  
निदेशक (प्रशासन)

संदर्भ : प्रशासन/निपटान/4:26  
Ref: ADMN/DISPOSAL/4:26

बीआईएस इंटरनेट के माध्यम से सभी क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी. एस., मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित।

Circulated to all ROs/BOs/Labs/NITS including HQs for information and compliance through BIS Intranet.

**Annexure-'A'**

**Laptops**

**Statement of Physical Verification of Assets for the Year 2022-23 as per the GFR Rule - 213.**

Name of - ROs/BOs/Labs/NITS/ & BIS HQs Department .....

S.NO	Name of officials/Emp. No. /Designation	Date of receiving laptop	Laptop make	Serial numbers
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
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19.				
20.				
21.				
22.				

I/We all jointly confirmed that all the items are physically verified & counted as per the provisions of GFR accordingly report has prepared.

Signature of employee

Name of Officials .....

Employee No.....

Designation.....

Head of the Department

DRA