

**भारतीय मानक ब्यूरो**  
(सामान्य सेवा विभाग)

**परिपत्र**

**Sub.-: Vehicle for certification and surveillance activities and Action Research Project etc. – reg.**

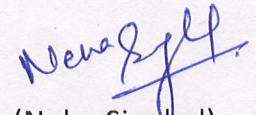
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This is circulated for information to all that DG:BIS has authorized Heads of ROs/ BOs/ Labs/ NITS/ Departments at HQ to approve the travel plan of a scientific officer or any of the officials in the respective Department for inspection visits for certification and surveillance activities and Action Research Project etc. under the provisions of SR 31. Heads of such ROs/ BOs/ Labs/ NITS/ Departments at HQ, however, to exercise prudence and due diligence before granting such approval in line with SR 31 and GOI order No.19030/1/73-E.IV dated 2 July 1975.

2. It is also informed that one vehicle has been hired at HQ exclusively for above purpose for outstation visits by officers. The said vehicle would be provided to officers/officials upon authorization by the concerned HOD under SR 31. Since the exact number of such visits are not known presently, only one vehicle has been hired to cater to said requirement. The officers may be asked to plan their visits well in advance in consultation with Shri Shrikant Gaur, Section Officer (GSD-I) [Mobile No. 9868428815] so as to avoid non-availability of vehicle. The concerned officers are required to send the prescribed form (Annexure-I) duly signed by HODs for booking of the vehicle.

3. This circular supersedes the Circular No. GSD/Circular(03)/2023 dt. 02.03.2023 on the matter.

4. This issues with the approval of Competent Authority.

  
(Neha Singh)  
Director (GSD)

## Annexure-I

**Form for booking vehicle for inspection visits for certification and surveillance activities and Action Research Project etc.**

<b>नाम और पदनाम</b> <b>Name &amp; Designation</b>		<b>विभाग</b> <b>Department</b>	
कर्मचारी संख्या Emp. No.	वेतन स्तर Pay Level	संपर्क संख्या : Contact No:	
Date and time of start of journey			
Date and time when the officer will return to HQ			
Place(s) proposed to be visited			
Purpose of visit (certification/surveillance/Action Research Project etc.)			
पता Address			
दिनांक Date	हस्ताक्षर Signature		
Approval by HOD			
Director (GSD)			

(Neha Singh)  
Director (GSD)