

(भारतीय मानक ब्यूरो)

(सामान्य सेवा विभाग)

परिपत्र

विषय: Security Arrangement and office hours in connection of Republic Day, 2024-Reg

As per Administration Department Circular No. BIS HQ/ ADMN/Circular(05)/2024 dated 19.01.2024 regarding half day closing of BIS Offices on 22.01.2024 on the occasion of the Ram Lalla Pran Pratishtha at Ayodhya and also the instructions received from SHO, IP Estate, New Delhi, regarding security arrangement in connection with Republic Day 2024. Since the sealing and checking process will be conducted from 1400 hrs onwards on 22.01.2024 and 25.01.2024 and de-sealing will be done on next day after completion of Parade Program, therefore, the working hours at BIS HQs will be as given under:

Sl. No.	Date	Office Hours
1.	22.01.2024 (Monday)	Office will remain closed
2.	23.1.2024 (Tuesday)	1300 hrs to 1730 hrs
3.	24.01.2024 (Wednesday)	0900 hrs to 1730 hrs
4.	25.01.2024 (Friday) (Thursday)	0900 hrs to 1300 hrs

3. Apart from the above, for strict compliance of security arrangement at BIS, HQs premises in connection with Republic Day, 2024 duties and responsibilities of concerned departments is mentioned in **Annexure I**, as per the order issued by the SHO, IP Estate, New Delhi.
4. Therefore, all the officials posted at BIS-HQs are requested to vacate the office premises as per para 2 above.
5. This issues with the approval of the Competent Authority .


Sd/-
(Neha Singhal)
Director (GSD)

Ref: Security/1:2

Circulated to department at HQs through BIS intranet for information and compliance.

Annexure I

Sl. No.	Particular	Concerned Deptt.
1.	The office -In-charge of the building must ensure that the building is not free for entry to any unidentified person/persons/vehicles. All rooms and windows are properly locked/closed.	Security Section, PMWD
2.	It must be ensured that no unidentified object is there in the building and in the premises.	Security Section, GSD
3.	Only identified vehicles are parked behind the building and in no case along the route side.	Security Section, GSD
4.	The keys of the building should be available with the night guard/watchman before the day of visit of VVIPs for arrangements to be made on rooftops.	Security Section, GSD and PMWD
5.	Providing the list of vehicles generally parked in the premises during the night with a certificate that the same have been got checked.	Security Section, GSD
6.	The Security Officer will ensure that AC unit are checked from technician and no explosive substance is fixed in it and give a verification certificate in this regard.	Security Section, GSD
7.	All the Security-in charge of building/Installations on VVIP route are requested to maintain maximum vigil in their respective establishment.	Security Section, GSD
8.	The security officer is requested to brief his own staff regularly in order to maintain maximum vigil in their respective buildings.	Security Section, GSD
9.	The security officer is requested to inform the police about any suspicious thing/object/person if it comes to his notice	Security Section, GSD
10.	Renovation/Construction/digging work should be stopped immediately.	PMWD, Maintenance Cell and Security Section.
11.	The sealing & checking process of the office/buildings will be conducted by police from 2 PM onwards on 22.01.2024 and 25.01.2023	Security Section, GSD