

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

**परिपत्र/Circular**

Subject: **Special Campaign 2.0 (Swachhata) during the period from 02 Oct 2022 to 31 Oct 2022 - reg.**

This has reference to an e-mail dated 30 Aug 2022 of P&C has forwarded therewith a copy of letter No. 21/30/2022-P&C dated 30 Aug 2022 of DoCA with attached a copy of D.O. No. 1/50/3/2021-Cab. dated 23 Aug 2022 of Shri Rajiv Gauba, Cabinet Secretary, Govt. of India, has instructed that appropriate exercise may be carried out during the Special Campaign to reduce pendency pendency and optimize management of space. In this regard, Administration Department has issued a Circular ref. No. BISHQ/ADMN/Circular (81)/2022 dated 01.09.2022 to all ROs/BOs/Labs/NITS including HQ for information and compliance (copy enclosed).

2. Keeping in view of effective implementation of Special Campaign 2.0 (Swachhata) during the period from 02 Oct 2022 to 31 Oct 2022 at HQs, following activities may be carried out:

- (i) **Swachhata Pledge will be administered by DG:BIS on 04 Oct 2022 at 1100 hrs at BIS Auditorium/Conference Hall, HQ. All the HoDs & above may be requested to attend Auditorium well in advance for taking pledge and rest of the employees at BIS HQs will read the Swachhta Pledge at their respective seats in their departments. Similarly, all ROs/BOs/Labs/NITS may also be directed to administer the pledge in their respective offices/locations.**
- (ii) Special Campaign 2.0 (Swachhta) during 02 Oct 2022 to 31 Oct 2022 will be conducted in all ROs/BOs/Labs/NITS including HQ as per the Swachhta Action Plan as Annexure 'A' and Annexure 'B';
- (iii) A "Special Cleanliness Drive" will be carried out in all offices of the Bureau during the period under Special Campaign 2.0 (Swachhata) during 02 Oct 2022 to 31 Oct 2022. All employees shall participate in the cleanliness drive and clean their table racks, chairs, computers and ensure dust free surrounding during the campaign. Files and records are to be weeded out as per their retention schedule;
- (iv) **For HQ**

(a) DDGs posted at BIS HQs may organize the cleaning of identified area during the Special Campaign 2.0 (Swachhata) during 02 Oct 2022 to 31 Oct 2022 as per schedule given below:

Date	Activity Head	Identified Area
06 Oct 2022	Lt. Col. (Retd) Kumar Shantanu, DDGA	The footpath of Manakalaya and road opposite Manakalaya
10 Oct 2022	Sh. Vinod Kumar, DDGF	The area opposite Manak Bhavan (nearby Bust of Lal C Berman and Lord Budhha Statue)
13 Oct 2022	Smt. Chitra Gupta, Sc G & DDG (FMCD, MSCD & Registration)	Adjoining road behind staff quarters area
14 Oct 2022	Shri Rajeev Sharma, Sc.-F & DDG(Laboratories)	Staff Quarter Area
17 Oct 2022	Sh. Shri Rajeev Sharma,	Near Gym

	Sc.-F & & DDG (Standardization-I)	
20 Oct 2022	Sh.H. J. S. Pasricha, Sc.- F & DDG (Certification)	Near Garage
25 Oct 2022	Sh.H. J. S. Pasricha, Sc.- F & DDG (PRT & HM)	Club Room
28 Oct 2022	Sh.Sanjay Pant, DDG (Standardization-II)	Near Parking, Manak Bhawan

(b) Heads and their respective staff of all departments/sections at HQs, may also be requested to participate in the Special Campaign 2.0 (Swachhta) and clean their table racks, chairs, computers and ensure dust free surrounding during the campaign. Files and records are to be weeded out as per their retention schedule, as per following schedule:

<b>Date</b>	<b>Departments/Section at HQs</b>
04 Oct 2022	(i) Accounts Department (ii) Cash Section (iii) Administration Department (iv) R&I Section (v) Store Section
06 Oct 2022	(i) Bureau Secretariat (ii) Central Consumer Protection Authority Coordination Cell (CCPAC) (iii) Civil Engineering Department (CED) (iv) Chemical Department (CHD)
07 Oct 2022	(i) CMD-I (ii) CMD-II (iii) CMD-III
10 Oct 2022	(i) Complaint Management & Enforcement Department (CMED) (ii) Certification, Surveillance & Monitoring Department (CSMD)
11 Oct 2022	(i) Establishment Department (ii) Electro Technical Department (ETD)
12 Oct 2022	(i) FAD (ii) Finance Department (iii) Foreign Manufacturer's Certification Department (FMCD)
13 Oct 2022	(i) General Services Department (ii) Canteen (iii) Security Section (iv) Maintenance Cell (v) Reception (MK & MB)
14 Oct 2022	(i) Hindi Department (ii) Hallmarking Department (HMD) (iii) Human Resources Development (HRD)
17 Oct 2022	(i) Information Technology Services Deptt (ITSD) (ii) International Relations Technical Information Services Department (IR&TISD) (IRD)
18 Oct 2022	(i) Legal Department (ii) Electronics & Information Technology Department (LITD)

19 Oct 2022	(i) Laboratory Policy and Policy Department (LPPD) (ii) Laboratory Research & Management Department (LRMD)
20 Oct 2022	(i) Library Services Centre (LSC) (ii) Mechanical Engineering Deptt. (MED)
21 Oct 2022	(i) Medical and Hospital Planning Department (MHD)
25 Oct 2022	(i) Management and Systems Department (MSD) (ii) Management Systems and Certification Department (MSCD) (iii) Metallurgical Engineering Department (MTD)
26 Oct 2022	(i) Petroleum, Coal & Related Product Department (PCD) (ii) Planning & Coordination Cell (P&C) (iii) Public Relations Department (PR)
27 Oct 2022	(i) Policy, Research & Training Department (PRTD) (ii) Productions and General Engineering Department (PGD) (iii) PMWD
28 Oct 2022	(i) Publication & Sales Department (ii) Registration Department (iii) Standards Coordination & Monitoring Department (SCMD)
31 Oct 2022	(i) Services Sector Department (including SSD-I, SSD-II) (ii) Transport Sector Department (TED) (iii) Textiles Department (TXD) (iv) Vigilance Department (v) Water Resources Deptt. (WRD)

- (c) In Addition to above, all employees at HQs are also requested to clean their table racks, chairs, computers and ensure dust free surrounding during the campaign, on regular basis.
- (d) A random check of the cleanliness activities will be made by DDGs in the departments under their control.

(v) **For ROs/BOs/Labs/CL/NITS**

- (a) All ROs/BOs/Labs/CL/NITS may be requested to deliver the lectures/webinars/online classes on Swachhta as a part of part of Special Campaign 2.0 (Swachhata);
- (b) Swachhta related awareness programmes may also be organized to educate the students of nearby Schools and Colleges about waste management, Solid Waste Management, Waste to Energy hand washing, disease prevention, making them conscious of hygienic conditions of food and other hygiene activities by all the ROs/BOs/Labs/NITS/CL;
- (c) Activities may also be taken during the Special Campaign 2.0 (Swachhata) from 02 Oct 2022 to 31 Oct 2022 as per attached Annexure 'A and Annexure 'B'.

3. In order to assess the performance of their offices during the Special Campaign 2.0 (Swachhata), it is requested that report of various activities undertaken alongwith participation details and photographs alongwith Action Taken Report (ATR) may be forwarded to the

Administration Department at e-mail: [administration@bis.gov.in](mailto:administration@bis.gov.in) on daily / weekly basis during Special Campaign 2.0 from 02 Oct 2022 to 31 Oct 2022, without any fail.

4. Regarding the allocation of Budget for the activities to be undertaken during the Special Campaign 2.0 (Swachhata) during 02 Oct 2022 to 31 Oct 2022, all ROs/BOs/Labs/NITS are requested to send their proposal alongwith complete details with proposal justification, for budget allocation, directly, to the Finance Department.

5. In view of above, all Heads of ROs/BOs/Labs/NITS including HQs are requested to peruse the above and to ensure for strict compliance of activities to be carried out during Special Campaign 2.0 (Swachhata) for the period from 02 Oct 2022 to 31 Oct 2022 and send their Action Taken Report with photos etc. to Administration Department at email: [administration@bis.gov.in](mailto:administration@bis.gov.in), on regular basis.

6. This issue with the approval of Competent Authority.

Encl: as above



(Sandeep Meena)  
Director (Administration)

संदर्भ : प्रशासन/01/29/2022

Ref: ADMN/01/29/2022

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 HQ through BIS Intranet for information and compliance.

Sl. No.	Particulars / Activities
1.	A "Special Cleanliness Drive" will be carried out in all offices of the Bureau. All employees shall participate in the cleanliness drive and clean their table rack, computer and ensure dust free surrounding during the Special Campaign 2.0 (Swachhata).
2.	Every week, more than 3 hours should be spared for the Special Campaign 2.0 (Swachhata).
3.	Files and records are to be weeded out as per their retention schedule
4.	All DDGs posted at BIS HQs may organize the cleaning of already identified area during the Special Campaign 2.0 (Swachhata).
5.	At HQs, a random check of the cleanliness activities will be made by ADG with DDGA in the departments.
6.	Action should be initiated to identify unserviceable furniture and equipment items for condemnation / disposal
7.	Swachhata related awareness programmes may also be organized to develop information, education and communication (IEC) dissemination on better hygiene related to COVID19.
8.	Publicity of 'Special Campaign 2.0 (Swachhata)' by displaying the logo of Swachh Bharat Mission on all the banners/hoardings/back-drops of the meetings/conferences/programmes to be organized by the Bureau
9.	To use/enhancement on social media for posting the content related to Swachhta Pakhwada. The details for tag the Swachh Bharat handles as follows: Twitter:@Swachhbharat, Facebook: SBMGramin, Instagram: Swachhbharatgrameen etc. and also Koo App
10.	To review the work of toilets at HQs and other offices of the Bureau for Divyang access and ramp also
11.	To Reduce more than 50% to begin with any procurement of single plastic article, like plastic folders, Action may be taken to reuse and re-cycle the plastic folders already available.
12.	Segregation of plastic waste at source by all employees of the Organization. For this purpose, one Trash Bin on every floor for taking plastic waste
13.	Segregation of e-waste at source: To begin with, all batteries of wall clocks, mouse, keyboards, remotes should be collected back after use and arrangements may be made with accredited recyclers to take the e-waste for hazard free disposal
14.	Curb the use of Single Use Plastic (SUP) and discourage the use of Plastic in the Bureau
15.	BIS will make the plan for workshops / meetings / webinar on Solid Waste Management, Liquid Waste Management, Waste to Energy and BIS Standards on Drinking Water in all offices of the Bureau including HQs
16.	Biodegradable and compostable plastic bag developed by DRDO etc. may be utilized for official meetings / events of the Bureau
17.	Discontinuation of use of disposable (one time use) plastic water bottles will be monitored during the Swachhata Pakhwada period
18.	Vermicomposting of bio degradable waste in all BIS Offices
19.	Trimming of plants and other work of gardening
20.	Cleaning of Equipment's, machineries, terrace, solar plant
21.	Cleaning of doors, windows, window glasses, fans etc.

## स्वच्छता शपथ

महात्मा गांधी ने जिस भारत का सपना देखा था उसमें सिर्फ राजनैतिक आजादी ही नहीं थी, बल्कि एक स्वच्छ एवं विकसित देश की कल्पना भी थी।

महात्मा गांधी ने गुलामी की जंजीरों को तोड़कर माँ भारती को आज़ाद कराया।

अब हमारा कर्तव्य है कि गंदगी को दूर करके भारत माता की सेवा करें।

मैं शपथ लेता हूँ कि मैं स्वयं स्वच्छता के प्रति सजग रहूँगा और उसके लिए समय दूँगा।

हर वर्ष 100 घंटे यानी हर सप्ताह 3 घंटे श्रमदान करके स्वच्छता के इस संकल्प को चरितार्थ करूँगा।

मैं न गंदगी करूँगा न किसी और को करने दूँगा।

सबसे पहले मैं स्वयं से, मेरे परिवार से, मेरे मुहल्ले से, मेरे गांव से एवं मेरे कार्यस्थल से शुरुआत करूँगा।

मैं यह मानता हूँ कि दुनिया के जो भी देश स्वच्छ दिखते हैं उसका कारण यह है कि वहां के नागरिक गंदगी नहीं करते और न ही होने देते हैं।

इस विचार के साथ मैं गांव-गांव और गली-गली स्वच्छ भारत मिशन का प्रचार करूँगा।

मैं आज जो शपथ ले रहा हूँ, वह अन्य 100 व्यक्तियों से भी करवाऊँगा।

वे भी मेरी तरह स्वच्छता के लिए 100 घंटे दें, इसके लिए प्रयास करूँगा।

मुझे मालूम है कि स्वच्छता की तरफ बढ़ाया गया मेरा एक कदम पूरे भारत देश को स्वच्छ बनाने में मदद करेगा।

**Name of Department at HQ/ROs/BOs/Labs/NITS:**

<b>Sl. No.</b>	<b>Particulars / Activities</b>	<b>Number/Quantity</b>
1.	Scrap disposal	
2.	Lighting	
3.	Plantation/Greenery	
4.	Potted plants inside the building	
5.	Uniformity in furniture	
6.	Ease of doing business viz. Ease in Rules/processes brought about	
7.	Digitization of files	
8.	Public Grievance Settlement	
9.	Beautification	
10.	Maintenance of Office	
11.	General upkeep	
12.	Maintenance of Visitors Room	
13.	Maintenance of campus outside	
14.	Washroom cleanliness	
15.	No. of files identified for weeding out	
16.	Revenue earned from disposal of scrap/e-waste/paper waste	
17.	No. of files identified for Review	
18.	No. of files digitized	
19.	Daily reporting (weightage for daily reporting)	

भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS  
(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

Subject: **Special Campaign 2.0 from 2<sup>nd</sup> October 2022 to 31<sup>st</sup> October 2022 - reg.**

This has reference to an e-mail dated 30 Aug 2022 of P&C, HQs forwarded herewith a copy of letter No. 21/30/2022-P&C dated 30.08.2022 of DoCA with attached a copy of D.O. No. 1/50/3/2021-Cab. dated 23 Aug 2022 of Shri Rajiv Gauba, Cabinet Secretary, Govt. of India, has instructed that appropriate exercise may be carried out during the campaign to reduce pendency and optimize management of space. It is also directed to share the Action plan and provide the photographs & action taken report thereto (copy enclosed).

2. In view of above, Head of all ROs/BOs/Labs/NITS including departments at HQs are requested to kindly peruse the same and send their Action plan for reducing pendency and optimize management of space under Special Campaign 2.0 from the period from 2<sup>nd</sup> October 2022 to 31<sup>st</sup> October 2022 to the Administration Department through e-mail at [administration@bis.gov.in](mailto:administration@bis.gov.in) latest by 9 September 2022, positively.

Further, also requested to kindly send your Action Taken Report along with some photographs to the Administration Department at e-mail: [administration@bis.gov.in](mailto:administration@bis.gov.in) on or before 02 November 2022.

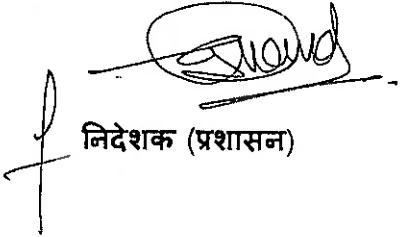
3. In view of above, all officials of ROs/BOs/Labs/NITS including HQs are, therefore, requested to ensure the compliance of above.

4. This issues with the approval of Competent Authority.

Encl: as above

संदर्भ: प्रशासन/09/57/2021

Ref: ADMN/09/57/2021

  
निदेशक (प्रशासन)

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

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



No. N-21/30/2022-P&C  
Government of India  
Ministry of Consumer Affairs, Food & Public Distribution  
Department of Consumer Affairs

Krishi Bhawan, New Delhi-110001.  
Dated: 30.08.2022

To

1. The Director General,  
BIS, New Delhi.
2. The Director General,  
NTH, Kolkata.
3. Registrar,  
NCDRC, New Delhi
4. Managing Director,  
NCCF, New Delhi.
5. The Director,  
H.M, Ranchi.

Subject: Special Campaign 2.0 from 2.10.2022 to 31.10.2022- regarding.

Sir,

I am directed to forward a copy of D.O. letter No.1/50/3/2021-Cab., dated 23.08.2022, received from Cabinet Secretary, on the above subject and to request that appropriate exercise may be carried out during the campaign to reduce pendency and optimize management of space. It is also requested to share the Action plan and provide the photographs & action taken report thereto.

Encl.: As above.

*Yours faithfully,*

*J. Narayanan*  
(Jayashree Narayanan)

Under Secretary to the Govt. of India  
Tele: 2338 4627

Copy to: All Divisional Heads in Department of Consumer Affairs.