

भा. मा. ब्यूरो./प्रशासन/परिपत्र(83)/2022  
BIS HQ/ADMN/Circular (83)/2022  
दिनांक: 07 सितम्बर 2022  
Date: 07 September 2022

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

परिपत्र / CIRCULAR

विषय: Instructions for providing the Computer, Printer, and other IT items for eligible officers/employees in all BIS offices.

It has been decided, with the approval of Competent Authority that the following entitled officials may avail the Computer, Printer, and other IT items facility for smooth functioning and discharge the official work.


Details of eligibility for Computer, Printer, and other IT items mentioned below.

Sl. No.	Particulars	Officials	Eligibility
1	Computer(s)	JSA and above (including DEO, GEs etc.)	One PCs/Desktop of contemporary configuration may be provided to JSAs and above (including DEO, GEs etc.)  If fresh procurement of PC/Desktop is required, the specification of the same may be recommended by ITSD.
2	Printer(s)	All Group A Officers, SO/PS and above	<ul style="list-style-type: none"><li>• One printers may be provided to SO/ PS and all Group-A Officers. However, sharing of printers should be encouraged.</li><li>• The printers should be monochrome with automatic duplexing and networking facility. For officials below the rank of SO/PS (including those engaged on contract) printers have to be shared. Printers will be provided only on demand for which adequate justification has to be provided by the department and approved by the department and approved by the concerned activity head.</li></ul>
3	All-in-One Coloured Printer (s)	All HoDs and above	<ul style="list-style-type: none"><li>• One All-in-One Printer with having automatic duplexing and networking facility will be provided to HoDs and above.</li></ul>

			<ul style="list-style-type: none"> <li>If a coloured printers is required in the department, then its requirement should be adequately justified and routed through the concerned activity head.</li> </ul>
4	Photocopier machine	Common use for department through LAN and rest of above officials for promoting the e-Office and digitalization of records	At least one Photocopier cum printing machine will be provided to each department. This device may be shared by all the officials in the department for printing of documents.
5	Scanner	Common use for department and rest of above officials for promoting the e-Office and digitalization of records	<ul style="list-style-type: none"> <li>One scanner having duplex Automatic Document Feeder (ADF) Facility will be provided to each department for scanning of files for e-office and digitalization of office records.</li> <li>If additional scanner is required, its requirement shall be approved by the concerned activity head. The specification of the device may be recommended by ITSD</li> </ul>
6	Pen Drive	64 GB for Heads & Group 'A' Officers	One pen drive/flash media of minimum 64 GB capacity only to be provided for So/PS and Group "A" officers on demand. These items can also be issued to other officials on demand. The requirement of these items should be adequately justified by the concerned HoD

All Heads of ROs/BOs/Labs /NITS including BIS HQs are requested to ensure and compliance of the above and necessary action may be taken accordingly by all.

This issue with the approval of Competent Authority of the Bureau.

  
 (संदीप मीना)  
 निदेशक (प्रशासन)

Circulated to:

(i) All ROs/BOs/Labs/NITS including BIS HQs - through BIS Intranet, for information and necessary action.