

भा. मा. ब्यूरो मुख्या./प्रशासन/परिपत्र(114)2021
BIS HQ/ADMN/Circular(114)/2021

दिनांक: 26 नवंबर 2021
Date: 26 November 2021

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

Subject: A note from Shri Ravi Jha, PS to Hon'ble Minister to all Secretaries – reg.

This has reference to the letter dated 17.11.2021 of PS to Hon'ble Minister, Office of Minister of Commerce & Industry, Consumer Affairs, Food & Public Distribution and Textiles regarding issues were highlighted on 12.11.2021 in respect of "Cleanliness Drive" (copy enclosed).

2. In this regard, all HoDs of ROs, BOs, Labs, NITS including HQs are requested to peruse and compliance the above said enclosed letter dated 17.11.2021 and to send their Action Taken Report on the issues raised in letter dated 17.11.2021, to Administration Department at administration@bis.gov.in by today itself at 1500 hrs, positively. Thereafter, necessary inputs **may be forwarded to DoCA for further necessary action at their end.**
3. The matter may be accorded on top priority.
4. This issues with the approval of Competent Authority.

Encl: as above



(संदीप मीना)
निदेशक(प्रशासन)

संदर्भ: प्रशासन/01/29/2021
Our Ref: ADMN/01/29/2021

Circulated to: All Departments of the Bureau at HQ including ROs/BOs/Labs/NITS through intranet of the Bureau

Email

ADMINISTRATION Admn

Fwd: A note from Shri Ravi Jha, PS to Hon'ble Minister to all Secretaries.

From : Planning and Coordination <pnc@bis.gov.in>

Wed, Nov 24, 2021 10:10 AM

Subject : Fwd: A note from Shri Ravi Jha, PS to Hon'ble Minister to all Secretaries.

2 attachments

To : ADMINISTRATION Admn <administration@bis.gov.in>,
General Services Department <gsd@bis.gov.in>,
Director Admin <dra@bis.gov.in>, Head GSD
<hgds@bis.gov.in>

Cc : DDG Administration <ddga@bis.org.in>

Trailing mail is being forwarded for providing necessary inputs by today positively.

सादर

योजना एवं समन्वय विभाग (P & C)

भारतीय मानक ब्यूरो (BIS).

मानक भवन, 9 ब. शा. ज्ञ. मार्ग

नई दिल्ली - 110002

दूरभाष : 011-23236953

ई - मेल : pnc@bis.gov.in

हम ईमेल के द्वारा पत्राचार को बढ़ावा देते हैं

DDA
24/11/2021
AD
So(A)
Suresh
24/11/21



From: "ADG BIS" <adg@bis.gov.in>

To: "Planning and Coordination" <pnc@bis.gov.in>

Sent: Tuesday, November 23, 2021 9:57:50 AM

Subject: Fwd: A note from Shri Ravi Jha, PS to Hon'ble Minister to all Secretaries.

From: "BIS DG Secretariat" <dg@bis.gov.in>

To: "ADG BIS" <adg@bis.gov.in>

Sent: Tuesday, November 23, 2021 9:55:57 AM

Subject: Fwd: A note from Shri Ravi Jha, PS to Hon'ble Minister to all Secretaries.

वाणिज्य एवं उद्योग, उपभोगता मामले,
खाद्य और सार्वजनिक वितरण तथा वस्त्र मंत्री का कार्यालय
Office of Minister of Commerce & Industry, Consumer
Affairs, Food & Public Distribution and Textiles

17.11.2021

With reference to the "Cleanliness Drive" held on 12.11.2021 by Hon'ble Minister, the following issues were highlighted-

1. May digitise all files, and organise & segregate them subject, topic and date wise.
2. May reduce the number of cardboard file folders and no new such cardboard folders should be made
3. May senior officials take out one hour every week to guide the juniors on the concept of streamlining processes and promoting cleanliness and the review of the same can be done after one week.
4. May microfilm old files and send them for storage where they should be catalogued in a proper way
5. May end the practice of keeping manual records of accounts. May engage with Ministry of Finance for the same
6. May form a strategy to review the cleanliness of all connected offices that are outside the compounds of the ministry such as FCI, CWC etc.

In this regard, it is requested to kindly share an action taken report on the above issues by 23.11.2021. These may be emailed at adityaaggarwal.moc@gmail.com and ankit.cimoffice@gmail.com.



Ravi Jha

PS to Hon'ble Minister

Secretary, Department of Commerce
Secretary, DPIIT
Secretary, DoCA
Secretary, DF&PD
Secretary, Textiles