

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

परिपत्र/Circular

Subject: Seating arrangement for Interns in Technical Departments at BIS HQs – reg.

This has reference to an e-mail dated 15 April 2024 of NITS & 22 April 2024 regarding posting and joining of Interns in technical departments at BIS HQs forwarded by GSD with a request for making the seating arrangement in BIS HQs premises.

2. In this regard, approx. 99 vacant seats at Manak Bhavan and Manakalaya along with Annexe have been identified and among vacant seats, temporary seating arrangement has been made, as per detailed given below:

Sl. No.	Technical Department	Period	No. of Interns	Seating Arrangement
(i)	CED (04), CHD (06), ETD(03), LITD(02), MED(03), MTD (02), PCD (01), PGD (06), TED (05), WRD (2)	07 May to 14 May 2024 & 24 June to 30 June 2024	34	As per Annexure 1
(ii)	CED (07), CHD (07), ETD(13), FAD (07), LITD(04), MED(03), MHD (18), MTD (13), PCD (01), PGD (04), TED (02), WRD (3)	14 May 2024	82	As per Annexure 2
(iii)	CED (07), CHD (07), ETD(13), FAD (07), LITD(04), MED(03), MHD (18), MTD (13), PCD (01), PGD (04), TED (02), WRD (3)	15 May to 21 May 2024 & 01 July to 07 July 2024	82	As per Annexure 2
(iv)	CED (09), CHD (05), ETD(06), LITD(18), MED(04), MHD (01), MTD (05), PGD (02), TED (04), TXD (01), WRD (4)	04 June to 11 June 2024 & 22 July to 28 July 2024	59	As per Annexure 3
(v)	CHD (04), ETD(02), FAD (04), LITD(03), MED(02), PCD (01), PGD (01), TED (02), TXD (10), WRD (1)	19 June to 26 June 2024 & 06 Aug to 12 Aug 2024	30	As per Annexure 4
(vi)	ETD(02), FAD (03), MHD (03), PCD (07),	02 July to 09 July 2024 & 19 Aug to 25 Aug 2024	15	As per Annexure 5
(vii)	PCD (02)	05 July to 15 July 2024 & 23 Aug to 29 Aug 2024	02	As per Annexure 6


3. For smooth functioning, following arrangements is also made:

Sl. No.	Department	Arrangement to be made
(i)	NITS	NITS is requested to send the Name and other details of Interns and instruct to the Interns to report at BIS Auditorium, HQs at 0900 hrs alongwith one valid ID Card.
(ii)	GSD	GSD, Security Section, Housekeeping and Canteen are requested to kindly make necessary arrangements for above interns as per attached Annexures.
(iii)	Maintenance Cell/PMWD	Maintenance Cell/PMWD may also be ensured for all lighting and other respective arrangements for Interns.
(iv)	Administration Deptt.	Shri Mahesh Kumar, AD (A&F), Smt. Chanchal, SSA alongwith one officials from concerned department, the same may be managed for their seating arrangement as mentioned in Annexures.
(v)	All concerned HoDs of departments at HQs	All concerned HoDs are requested to kindly depute one official from their departments to ensure attendance of Interns and etc.

4. In view of above, all concerned HoDs are requested to comply the above seating arrangement for Interns, if any changes in the above schedule, the same may be brought to kind notice by Administration Department.

5. This issues with the approval of Competent Authority.

Encl: as above


(Sandeep Meena)
Director (Administration)

Circulated to: All concerned departments at BIS HQs/ NITS for further needful action.

Seating arrangement for Interns in Technical Departments at BIS HQs

Annexure 1

Sl.No.	Technical Department	No. of Interns	Period	Seating arrangement
1	CED (04), CHD (06), ETD(03), LITD(02), MED(03), MTD (02), PCD (01), PGD (06), TED (05), WRD (2)	34	07 May – 14 May 2024	Manak Bhavan Room No. B-05, B-06
2	CED (04), CHD (06), ETD(03), LITD(02), MED(03), MTD (02), PCD (01), PGD (06), TED (05), WRD (2)	34	24 June to 30 June 2024	Manak Bhavan Room No. B-05, B-06

Annexure 2

Sl.No.	Technical Department	No. of Interns	Period	Seating arrangement
Seating arrangement for 14 May 2024 only				
1	CED (07),	07	14 May 2024	Manak Bhavan Room No. B-05, B-06
2	ETD(13), FAD (07), WRD (3) PCD (01)	24		Annexe 7, 8, 9, 10
3.	CHD (07),	07		MK- Room No. 214
4.	MED(03),	03		MK- Room No. 312
5.	PGD (04), LITD(04),	08		MK- Room No. 313
6.	MHD (18),	05		MK- Room No. 412
		04		MK- Room No. 413
		09		MB- (Anushilan Meeting Room)
7.	MTD (13),	07		MB-Room No 214
8.	TED (02),	08		MB-Room No, 209
9.	Seating arrangement from 15 May to 21 May 2024 & 01 July to 07 July 2024			
10.	CED (07), CHD (07), ETD(13), MTD (13),	40	15 May - 21 May 2024	Manak Bhavan Room No. B-05, B-06
11.	MHD (18), PCD (01), TED (02), WRD (3)	24		Annexe 7, 8, 9, 10
12.	MED(03),	03		MK- Room No. 312
13.	LITD(04), PGD (04),	08		MK- Room No. 313
14.	FAD (07),	07		MK- Room No. 214

Annexure 3

Sl.No.	Technical Department	No. of Interns	Period	Seating arrangement
1.	CED (09), CHD (05), ETD(06), LITD(18),	40	04 June to 11 June 2024	Manak Bhavan Room No. B-05, B-06
2.	MED(04), MHD (01), MTD (05), PGD (02), TED (04), TXD (01), WRD (4)	24	04 June to 11 June 2024	Annexe 7, 8, 9, 10
3.	CED (09), CHD (05), ETD(06), LITD(18),	40	22 July to 28 July 2024	Manak Bhavan Room No. B-05, B-06
4.	MED(04), MHD (01), MTD (05), PGD (02), TED (04), TXD (01), WRD (4)	24	22 July to 28 July 2024	Annexe 7, 8, 9, 10

Annexure 4

Sl.No.	Technical Department	No. of Interns	Period	Seating arrangement
1.	CHD (04), ETD(02), FAD (04), LITD(03), MED(02), PCD (01), PGD (01), TED (02), TXD (10), WRD (1)	30	19 June to 26 June 2024	Manak Bhavan Room No. B-05, B-06
2.	CHD (04), ETD(02), FAD (04), LITD(03), MED(02), PCD (01), PGD (01), TED (02), TXD (10), WRD (1)	30	06 Aug to 12 Aug 2024	Manak Bhavan Room No. B-05, B-06

Annexure 5

Sl.No.	Technical Department	No. of Interns	Period	Seating arrangement
1.	ETD(02), FAD (03), MHD (03), PCD (07),	15	02 July to 09 July 2024	Manak Bhavan Room No. B-05, B-06
2.	ETD(02), FAD (03), MHD (03), PCD (07),	15	19 Aug to 25 Aug 2024	Manak Bhavan Room No. B-05, B-06

Annexure 6

Sl.No.	Technical Department	No. of Interns	Period	Seating arrangement
1.	PCD	02	05 July to 15 July 2024	PCD Deptt.
2.	PCD	02	23 Aug to 29 Aug 2024	PCD Deptt