

BUREAU OF INDIAN STANDARD

(Maintenance Cell)

Our Ref: MC/Misc/2023

Date: 22.12.2023

OFFICE MEMORANDUM

Subject: Reorganization of Departments at BIS HQs.

This is in reference to BIS/DGO (485)/2023 dated 01-12-2023. According to the aforementioned DGO, a new dedicated Building Maintenance Department was established.

2. Now, it was decided by the Competent Authority that Building Maintenance Department will be known as **Maintenance Cell** and Sh. Rakesh Meena, Sc. C will exercise all the administrative and financial powers of OIC (Maintenance Cell).
3. The scope of functions of the Maintenance Cell is provided in Annex-1 (copy enclosed).
4. This is issued with the approval of DG: BIS and comes into force with immediate effect.


22/12/23
Rakesh

Section Officer (Maintenance Cell)

Circulated to:

- PS to DG for DG's information.
- PS to CVO
- All DDGs, Heads at HQs/Labs/NITS/Ros/Bos.
- Head ITSD with a request to upload this circular

Scope and Functions of the Maintenance Cell

1. Routine and preventive maintenance of BIS HQ premises –

- a) **Preventive and Routine Maintenance** - handling complaints related to electrical and UPS points, water supply, sanitary, masonry, carpentry, steel structures, electrical panels, pumps, water coolers, deserts coolers, ovens, air purifiers, refrigerators, VDUs/LED wall, stand-alone AC units (split, window, tower & cassette), kitchen appliances in canteen/cafeteria, RO plant, A/V system, sound & PA system, Furniture at Manak Bhawan and Manakalaya etc.,
- b) **Operation & Maintenance**-award of AMC contracts, periodic servicing of HT/LT panel, sub-station, UPS, pump sets, Gensets, solar plant and all installations mentioned in (a) to minimize break down.
- c) Routine cleaning & disinfection of water storage tanks (underground & overhead) etc.

2. Minor works-

- a) Execution of minor works such as masonry, carpentry, water proofing work, upgrading of HT/LT panel, replacement of water supply/sanitary ware/sewerage/plumbing lines, electrical wiring, switch board panel, installation of EV Charging, etc.
- b) Routine painting works of grills, doors and walls for maintaining the interiors.

3. Administrative work-

- a) Formulation of policies on maintenance and services and implementation of these policies at HQ/ROs/BOs.
- b) Processing of Electricity & water supply bills of BIS HQ and coordinating with local authorities such as BSES, DJB and MCD except L&DO for compliance of statutory requirements.
- c) Payment of statutory taxes of BIS HQ and Kaushambi flats such as property tax etc.
- d) Allotment of Kaushambi flats.
- e) Payment of Maintenance & other charges of BIS flats at Kaushambi.
- f) Routine Maintenance of BIS flats at Kaushambi and staff quarters at HQs.
- g) Work relating to Lease agreements of ROs/BOs.