

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

परिपत्र/Circular

Subject: Action Plan for Special Campaign 3.0 for the period from 01 October 2023 to 31 October 2023 – reg.

This is in continuation to the earlier Circulars ref. No. BISHQs/ADMN/Circular (37)/2023 dated 30 Aug 2023, BISHQs/ADMN/Circular (39)/2023 dated 13 Sept 2023 and BISHQs/ADMN/Circular (40)/2023 dated 27 Sept 2023 and Office Memorandum ref. F. No. Q-15/08/2023-O&M-DARPG (e-No.8181) dated 1st Sept 2023 issued by Department of Administrative Reforms and Public Grievances, M/o Personnel, Public Grievances & Pensions, Govt. of India on the above subject.

2. In this connection, the Competent Authority has approved the Action Plan for all offices of the Bureau from 01 October 2023 to 31 October 2023 for the Special Campaign 3.0 attached as Annexure 'A'.
3. During the Special Campaign 3.0, the **Drawing Competition and Slogan Competition** will be conducted as per Annexure 'B' and all participant may send their entries through e-mail at administration@bis.gov.in and hard copy for the same should be reached by Administration Department BIS HQs by post latest 27 October 2023.
4. During the Campaign, all branch offices may include the activities of Special Campaign 3.0 in their every programme/Meeting/conferences/outreach/BIS Standard Clubs/Quality Connect Programme, etc. also displaying the logo of campaign in banners, hoardings, backdrops and aware the participants /attendees about the importance of Special Campaign 3.0 (Swachhata).
5. All Nodal Officers shall upload their report on <https://doca.gov.in/dosd/index.php/login> portal on daily basis under intimation to Administration Department at e-mail: administration@bis.gov.in and send atleast 10 photos of high quality resolution to PR Department for upload the photos on social media, twitter, tweets/retweets on Hashtag #Special Campaign 3.0 as created by DARPG.
6. All HoDs of ROs/BOs/Labs/NITS including departments at HQs are requested to kindly comply the above and send their ATR on daily basis on <https://doca.gov.in/dosd/index.php/login> portal, and all participants may send their entries to Administration Department at e-mail: administration@bis.gov.in as mentioned in Para 3.
7. This issues with the approval of Competent Authority.

Encl: as above



(संदीप मीना)
निदेशक (प्रशासन)

Our Ref: ADMN/09/57/2022

Circulated to: All officials of ROs/BOs/Labs/NITS including HQ for kind information and compliance, please

ANNEXURE-A

| Sl. No. | Date | Activities to be carried out |
|---------|------------|--|
| 1. | 01.10.2023 | Opening of Special Campaign 3.0. A "Special Campaign 3.0" will be carried out in all offices of the Bureau. Publicity of "Special Campaign 3.0" by displaying the logo of Swachh Bharat Mission on all the banners/hoardings/back-drops of the meetings/ conferences /programme to be organized by the Bureau. The logo of Swachh Bharat Mission shall be displayed on website of the Bureau during the drive |
| 2. | 02.10.2023 | Planting of saplings in the campus |
| 3. | 03.10.2023 | Swachhata related awareness programmes in all offices of the Bureau |
| 4. | 04.10.2023 | All employees shall participate in the cleanliness drive and clean his/her table rack, computer and ensure dust free surrounding during the drive. |
| 5. | 05.10.2023 | To identify unserviceable furniture and equipment items for condemnation / disposal. |
| 6. | 06.10.2023 | At HQs, a random check of the cleanliness activities will be made by concerned DDGs in the departments and similar in all offices by HoDs/DDGRs. |
| 7. | 07.10.2023 | Cleanliness of toilets and sections. |
| 8. | 08.10.2023 | To review the work of toilets at HQs and other offices of the Bureau for Divyang access and ramp also. |
| 9. | 09.10.2023 | Files and records are to be weeded out as per their retention schedule |
| 10. | 10.10.2023 | Segregation of plastic waste at source by all employees of the Organisation. For this purpose, one Trash Bin on every floor for taking plastic waste. |
| 11. | 11.10.2023 | 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 |
| 12. | 12.10.2023 | Curb the use of Single Use Plastic (SUP) and discourage the use of Plastic in the Bureau |
| 13. | 13.10.2023 | 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 |
| 14. | 14.10.2023 | Trimming of plants and other work of gardening |
| 15. | 15.10.2023 | Vermicomposting of bio degradable waste in all BIS Offices |
| 16. | 16.10.2023 | BIS will make the plan for workshops/ meetings/ webinar on Drinking Water in all offices of the Bureau including HQs |
| 17. | 17.10.2023 | Biodegradable and compostable plastic bag may be utilized for official meetings / events of the Bureau |
| 18. | 18.10.2023 | Discontinuation of use of disposable (one time use) plastic water bottles. |
| 19. | 19.10.2023 | Cleaning of Equipment's, machineries, |
| 20. | 20.10.2023 | Cleaning of doors, windows, window glasses, fans etc. |
| 21. | 21.10.2023 | Cleanliness of toilets and sections |
| 22. | 22.10.2023 | Cleaning of terrace, solar plant. |
| 23. | 23.10.2023 | Disposal of old furniture/ other equipment's |
| 24. | 24.10.2023 | Weeding out of old records |
| 25. | 25.10.2023 | Segregation of plastic and e-waste |

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| 26. | 26.10.2023 | Innovative activities undertaken |
| 27. | 27.10.2023 | Reduction of single use plastic articles |
| 28. | 28.10.2023 | Planting of saplings in the campus |
| 29. | 29.10.2023 | Availability of Divyangjan accessible toilets |
| 30. | 30.10.2023 | Competition organized for employees |
| 31. | 31.10.2023 | The Closing of Special Campaign 3.0 and prize distribution of competition. |

ANNEXURE-B

| Sl. No. | Region | Prize | Drawing Competition | Slogan Competition |
|---------|------------------------------------|---|---------------------|--------------------|
| 1. | BIS HQs, alongwith NITS | 1 st Prize 2 nd Prize 3 rd Prize | | |
| 2. | ERO (including all Branch Offices) | 1 st Prize 2 nd Prize 3 rd Prize | | |
| 3. | SRO (including all Branch Offices) | 1 st Prize 2 nd Prize 3 rd Prize | | |
| 4. | WRO (including all Branch Offices) | 1 st Prize 2 nd Prize 3 rd Prize | | |
| 5. | NRO (including all Branch Offices) | 1 st Prize 2 nd Prize 3 rd Prize | | |
| 6. | CRO (including all Branch Offices) | 1 st Prize 2 nd Prize 3 rd Prize | | |
| 7. | For all Laboratories | 1 st Prize 2 nd Prize 3 rd Prize | | |