

भा.मा.ब्यूरो मु./सा.से.वि./परिपत्र(11)/2022

BIS/HQ/GSD/Circular(11)/2022

दिनांक: 01 August 2022

भारतीय मानक ब्यूरो

(सामान्य सेवाएँ विभाग)

परिपत्र

Sub.:- Maintaining Cleanliness in Departments – reg.

This is in continuation to GSD's circular dated 25.03.2022, 01.06.2022 and note dated 26.07.2022. In this regard, the departments at HQ are requested to ensure the following:-

- i. UPS points on the workstation are to be used only for PCs / printers and not to be used for Xerox machines/Ovens/Hotcase/Kettle/other appliances. The above-mentioned machines should be connected to the electrical points fixed on the walls.
- ii. Papers pasted on the doors/walls and elsewhere in the departments are removed.
- iii. There should not be any calendar on the walls. Calendars may be displayed on the work stations.
- iv. Workstations and adjoining area should be kept neat and clean at all times.
- v. Cartons of computer/printer or other discarded / unserviceable items are not kept in the department. They should be handed over to Administration Department for necessary disposal action.
- vi. The hard copies of the files should not be kept dumped over the almirahs. If required, the files should be kept in the almirahs/compactors provided to the Deptt.
- vii. Cleanliness of printer and desktops.

(N. Ravi Shankar)

Director (GSD)

Circulated to: Heads of All Departments at BIS HQs