

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

परिपत्र/Circular

Subject: SOP for issuing items for BIS officials and meetings thereof – reg.

This has reference to the Standard Operating Procedure (SOP) approved by DG:BIS on 18.02.2020 for BIS officials, meetings and issuing items in Store Section. As per approval, following stationery and other items may be provided to the officers/staff/participants of BIS as per their entitlement:

S.No	Goods/items as per SOP	Goods/Items to be provided	Action to be taken by Purchase Section of all offices of BIS
DG, ADG, CVO & DDGs			
Monthly	Stationery, (Pen, Pencil, Eraser, Sharpener, Stapler, Stapler Pin, Punch etc.) Pen drive (as per requirement)	A Kit of each items consisting (Pen, Pencil, Eraser, Sharpener, Stapler, Stapler Pin, Punch etc.)	Items may be required on Quarterly basis. First lot may be received in Store Section at the end of March, accordingly June, September and January respectively, of every year.
	Room freshener	1	
	Tissue paper	1	
Half yearly			
Half yearly	Borosil glass with cover-06	1 Box	Items may be required on Half yearly basis and the First lot of items may be received in Store Section at the end of March and end of September of every year.
	Water Bottle Steel 1 ltr.-01	1	
	Crockery set 06 Cups & saucer, Full plates-02 Spoons-02	1 Set	
	Tray-01	1	
Yearly			
Yearly	Fancy Towel-02		Items may be required on yearly basis and the lot of items may be received in Store Section at the end of March of every year.
	White Towel-02		
	Duster-04		
	Lunch Box-01		
	Electric Kettle-01		
	Thermos Flask-01		
	Steel Dustbin-01		
	Small Freeze-01		
	Diary-01		
	Bell-01		
Dongle (Internal)-01			

HoDs			
Monthly	Stationery, (Pen, Pencil, Eraser, Sharpener, Stapler, Stapler Pin, Punch etc.) Pen drive (as per requirement)	A Kit of each items consisting (Pen, Pencil, Eraser, Sharpener, Stapler, Stapler Pin, Punch etc.). Pen drive (as per requirement)	Items may be required on Quarterly basis. First lot may be received in Store Section at the end of March, accordingly June, September and January respectively, of every year.
Half Yearly			
Half Yearly	<u>Crockery set</u> 06 Cups & saucer, Full plates-02 Spoons-02 Tray-01 Tumbler Glass with covers-06		Items may be required on Half yearly basis and the First lot of items may be received in Store Section at the end of March and end of September of every year.
Yearly			
Yearly	Fancy Towel-02 White Towel-02 Duster-04 Electric Kettle-01 Diary-01 Bell-01 Dongle (Internal)-01		Items may be required on yearly basis and the lot of items may be received in Store Section at the end of March of every year.
SO/PS or Equivalent and above and all Group-A officers but below then HoDs			
Monthly	Stationery, (Pen, Pencil, Eraser, Sharpener, Stapler, Stapler Pin, Punch etc.) (as per requirement duly approved by Head of concerned department)	A Kit of each items consisting (Pen, Pencil, Eraser, Sharpener, Stapler, Stapler Pin, Punch etc.)	Items may be required on Quarterly basis. First lot may be received in Store Section at the end of March, accordingly June, September and January respectively, of every year.
Yearly			
Yearly	Fancy Towel-02 White Towel-01 Duster-04 <u>Crockery set</u> 06 Cups & saucer, Full plates-02 Tumbler glass with cover-02 Diary-01		Items may be required on yearly basis and the lot of items may be received in Store Section at the end of March of every year.

Group – B and C officials			
Monthly	Stationery, (Pen, Pencil, Eraser, Sharpener, Stapler, Stapler Pin, Punch etc.) (as per requirement duly approved by Head of concerned department)	A Kit of each items consisting (Pen, Pencil, Eraser, Sharpener, Stapler Pin) Items may be required on Quarterly basis. First lot may be received in Store Section at the end of March, accordingly June, September and January respectively, of every year.	
Yearly			
Yearly	Fancy Towel-02		Items may be required on yearly basis and the lot of items may be received in Store Section at the end of March of every year.
	Duster-04		
	Diary-01		
	Tumbler glass with cover-02		
General items to be kept in Store*			
Yearly	Photocopies paper	500 Reams	Items may be required on yearly basis and the lot of items may be received in Store Section at the end of March of every year. <i>*items may be kept in their Store as per discretion of HoDs in ROs/BOs/Labs/NITS</i>
	Green Sheet	100 Pads	
	Uni-ball pens	500 Nos.	
	V 5 Pen	100 Nos.	
	Ball pen	500 Nos.	
	Pencils	100 Pkt	
	Eraser	300 Nos.	
	Sharper	200 Nos.	
	Highlighter	200 Nos.	
	Glass Tumbler	100 Nos.	
	Borosil Glass	50 Nos.	
	Writing pads	500 Nos.	
	Sticky Note pads	300 Nos.	
	Handmade writing pad (A' 5 size)	300 Nos.	
	Hot case	One for every Hall	
	Towel (White)	20 Nos.	
	Calculator	50 Nos.	
	Stapler	50 Nos.	
	Punch	50 Nos.	
	Coaster	100 Nos.	
	White Fluid	50 Nos.	
	Crockery Set	10 Nos.	
	Water Jug	50 Nos.	
Heavy Duty Stapler Machine	10 Nos.		
Glue-stick	200 Nos.		
Seminar/Workshop/Conference etc. Folder Kit (Jute/Bio-degradable materials, 1 Uni-ball Pen, 1 Spiral Pads with BIS Logo)	500 Nos.		

3. The stationery items to be distributed to the participant during the meeting/ seminars/workshops/training programmes etc.


Sl No.	Meeting/ Seminars/Workshops/Training Programmes etc.
1.	Governing Council meeting
	Conference backup laptop bag/biodegradable (jute and other materials)
	Eco wiro pad -spiral (40 leaflets/80 pages) handmade paper
	Fine quality pen (Uniball)
	Pen drive 8 GB with BIS Logo and publicity materials
2.	Executive Committee/Advisory Committees meeting
	Conference folder (Jute/biodegradable materials)
	Eco wiro pad -spiral (40 leaflets/80 pages) handmade paper
	Fine quality pen (Uniball)
3.	Technical Committee meeting (Divisional Council meetings)
	Conference side bag (Jute/biodegradable materials)
	Writing notebook – A 5, Single quire / 24 sheets
	Self-stick notepad 2 with pen – smaller one
4.	Sectional Committee meeting/sub-committee meeting/penal meeting
	Writing notebook – A 5, Single quire / 24 sheets
	Self-stick notepad 2 with pen – smaller one
5.	Seminar / workshops
	Conference side bag (Jute/biodegradable materials)
	Eco wiro pad -spiral (40 leaflets/80 pages) handmade paper
	Ball pen
6.	International meetings/seminar organized by BIS
	Conference backup laptop bag/biodegradable (jute and other materials)
	Diary-spiral
	Self-stick notepad 2 with pen – smaller one
	Pen drive 8 GB with BIS Logo and publicity materials
7.	Training Programmes organized by BIS offices other than NITS
	Writing notebook – A 5, Single quire / 24 sheets
	Ball/ordinary gel pen
	Ordinary biodegradable file folder for training

4. In addition to above, following guidelines may also be followed in all offices of the Bureau to have symmetrical reflection of BIS and optimum utilization of stationery, computer etc.:

- The Crockery set issued to DDGs/HoDs and Group 'A' officer will have BIS Logo on all the items.
- The computer, printer and other electronic items which is lying unused in any other departments for more than 15 days has to be returned to Store section for proper utilization of the same.
- Threshold limit for all the items may be reviewed every year on the basis of requirement (s) and purchase procedure.
- Departments will raise indent one month in advance. It is usually takes one month to procure any item through GeM.

- (e) Purchase of any IT product like computer, printer, peripheral etc. may be routed through ITSD as the AMC and specification of new equipment/items are decided by ITSD.
- (f) All the items used for meetings/seminars/workshops/training programmes etc shall carry BIS Logo with web ID www.bis.gov.in.
- (g) All the bags used for meeting/seminars/workshops/training programmes etc. shall have publicity brochure of BIS.
- (h) For issuing the above items, formats 5A & 5B should be used and requirement duly approved by concerned HoDs, thereafter sent to Store Section.
- (i) If any items required other than above guidelines, the same may be routed through their Activity Head(s) with proper justification to the Store Section.
5. In view of above, all HoDs at all ROs/BOs/Labs/NITS including HQs are requested to follow the above guidelines in their respective offices.
6. Due to administrative reasons, the said SOP will be implemented **w.e.f. 01 July 2023**
7. This issues with the approval of Competent Authority.

Encl: as above


(Sandeep Meena)
Director (Administration)

संदर्भ : प्रशासन/स्टोर/01:08/2023
Ref: ADMN/Store/01:08/2023

बीआईएस इंटरनेट के माध्यम से सभी क्षेत्रीय कार्यालयों /शाखा कार्यालयों /प्रयोगशालाओं/ एन.आई.टी. एस.,मुख्यालय सहित को सूचनार्थ एवं अनुपालनार्थ परिचालित।Circulated to all ROs/BOs/ Labs/NITS including HQ through BIS Intranet for information and compliance.

Copy to:

1. DDGA - for information please.

भारतीय मानक ब्यूरो Bureau of Indian Standards		स्टेशनरी मांग पर्ची Stationery requisition slip		5A
विभाग/अनुभाग Dept./Section				दिनांक Date:
<p>कृपया इस विभाग/अनुभाग में उपयोग के लिए निम्नलिखित लेखों की आपूर्ति करने की व्यवस्था करें Please arrange to supply the following articles for use in this Department/Section</p>				
Monthly	वस्तु का नाम Nomenclature	किसके लिए चाहिए To whom required	मात्रा Quantity	Received by Dept. official
Monthly Stationery (one kit)	A Kit of each items consisting (Pen, Pencil, Eraser, Sharpener, Stapler Pin)	DDGs and above include CVO		
		HoDs		
		Group-A but below than HoDs		
		SO/PS or Equivalent		
		Group – B and C officials and contractual staff		
*On replacement basis - stapler,punch				
विभागीय प्रमुख Department Head		अनुभाग अधिकारी/निजी सचिव PS/Section officer		
निदेशक प्रशासन Director (Administration)		टिप्पणियां/Remarks		
For use (Administration Department, issue Section)				
Store section has verified the above mentioned items as per the policy APPROVED by DG BIS on dated 18/02/2020.				
e) Items requested and mentioned above at serial no. are available and ISSUED.				
f) Items requested and mentioned above at serial no. are not available or not covered under the stationary policy.				
g) Items requested and mentioned above at serial no. are not available and required to indent & purchase.				
h) Entry made at Stationery register page no.				
Verifying official		Dealing Assistant		
अनुभाग अधिकारी/Section Officer (issue)				

भारतीय मानक ब्यूरो Bureau of Indian Standards		स्टेशनरी से अतिरिक्त मांग पर्ची Other than Stationery requisition slip		5B	
विभाग/अनुभाग /Dept./Section				दिनांक /Date:	
कृपया इस विभाग/अनुभाग में उपयोग के लिए निम्नलिखित लेखों की आपूर्ति करने की व्यवस्था करें Please arrange to supply the following articles for use in this Department/Section					
Half yearly / Yearly	वस्तु का नाम Nomenclature	किसके लिए चाहिए To whom required	मात्रा Quantity	Received by Dept. official	
Half yearly (Jan/July)	Crockery set # Cups & saucer -06, Full plates-02 Spoons-02 Borosil Glass with covers-06 Water Bottle Steel 1 ltr – 01* Tray-01*	DDGs and above including CVO			
Half yearly (Jan/July)	Crockery set # Cups & saucer-06 Full plates-02 Spoons-02 Tumbler Glass with covers-06 Tray-01*	HoDs			
Yearly (January)	Crockery set# Cups & saucer -02, Full plates-01 Spoons-01 Tumbler Glass with covers-02	Group-A but below than HoDs, SO/PS or Equivalent			
Yearly (January)	Tumbler Glass with covers-02	Group- B & C including Contractual staff			
Yearly (January)	Bowls-6 Tumbler- 6 Plates -6 Cups & saucers -6 Spoon-6 Water jug -01	For common use for each deptt.			
Yearly (January)	Fancy towel- 2 Duster – 4 Diary - 01	For all regular staff once a year.			
*On replacement basis -, water bottle. # BIS logo Printed Crockery sets issued to all Group – A and above officers.					
विभागीय प्रमुख Department Head			अनुभाग अधिकारी/निजी सचिव PS/Section officer		
निदेशक प्रशासन Director (Administration)			टिप्पणियां/Remarks		
(For use by Administration Department, issue Section)					
Store section has verified the above mentioned items as per the policy APPROVED by DG BIS on dated 18/02/2020.					
a) Items requested and mentioned above at serial no. are available and ISSUED. b) Items requested and mentioned above at serial no. are not available or not covered under the stationary policy. c) Items requested and mentioned above at serial no.are not available and required to indent & purchase. d) Entry has been made at _____ register page no.					
Verifying official अनुभाग अधिकारी/Section Officer (issue)					Dealing Assistant