

प्रबंधन और प्रणाली विभाग

संदर्भ: MSD 15/ISO/COPOLCO

24 अप्रैल 2023

विषय: आईएसओ/कोपोल्को के लिए ड्यूटी रोस्टर

BIS 23-26 मई 2023 को विज्ञान भवन, नई दिल्ली में ISO/COPOLCO की 44वीं पूर्ण बैठक के साथ-साथ कार्यकारी समूह की बैठकों की मेजबानी कर रहा है। आयोजन को सफल बनाने के लिए बीआईएस के विभिन्न अधिकारियों एवं स्टाफ को ड्यूटी सौंपी गई है, जिसे महानिदेशक महोदय ने मंजूरी दे दी है।

ड्यूटी रोस्टर इस परिपत्र नोट के साथ संलग्न है। आयोजनों की व्यवस्थाओं में शामिल सभी अधिकारियों/कर्मचारियों की बैठक शीघ्र ही विस्तृत विचार-विमर्श के लिए बुलाई जाएगी।

अनुज भटनागर

वैज्ञानिक - एफ और प्रमुख प्रबंधन और प्रणाली विभाग

MANAGEMENT AND SYSTEMS DEPARTMENT

Ref: MSD 15/ISO/COPOLCO

Date: 24 April 2023

Subject : Duty Roster for ISO/COPOLCO

Bureau of Indian Standards is hosting 44th Plenary of ISO/COPOLCO along with its working group meetings from 23-26 May 2023 at Vigyan Bhawan , New Delhi. In order that the event is successful, duties have been assigned to various officers of BIS, which has been duly approved by DG.

The duty roster is enclosed with this circular note. The meeting of all officers /staff involved in arrangements of the events will shortly be called for detailed deliberations.

Anuj Bhatnagar
Sc-F & Head MSD

Duty Roster for ISO/COPOLCO

S. No.	Activity		Overall Incharge	Supporting Officers/ staff
1.	Conference Requirements	Venue Incharge (Vigyan Bhawan)	Unnikrishnan	Rajeev Ranjan, Alismita Khag
		Venue Incharge (Vigyan Bhawan Annexe)	Ajay Lal	Kishore Mandal
		Backdrop during each session and its display / banners / signage finalization	Arun Kumar	Sinom Hudson Singh
		Registration at Vigyan Bhawan and Business Centre	Adbhut Singh	Deepti Budiyaal
	Horticulture Requirements	Flower arrangement on dais, incl. interaction with Horticulture Deptt	Unnikrishnan Ajay Lal	Kishore Mandal
	Welcome gifts for dignitaries on dais	Plant/ Shawl/ or any other item to be decided	Neha Singhal	Ashish Urewar
	Sitting arrangement	On Dias/ delegates during Plenary and other events	-do-	-do-
	Setting up of BIS/ ISO sect at VB	Arrangement of desktops/ printers/ copiers/ papers etc.	Virendra Singh	Yuvraj Chauhan
Comparing	Comparing of opening function	Dr Anil Kapri	--	
Opening session	Program finalization (opening session)	A K Bera	Anuj Bhatnagar	
2.	Welcome reception arrangement	Hotel Ashok (23 May 2023)	Pinaki Gupta	Chandan
3	Farewell dinner arrangement	Hotel Le Meridien (25 May 2023)	Rajneesh Khosla	Prashant
		Cultural program		
5.	Farewell dinner	Arrangement of AV/ Lights and stage requirements, Green rooms, permission from concerned authorities for program	Aditya Das	Kishore Mandal
6.	Catering/ Food/ Menu finalization	At Vigyan Bhawan (for all days), Hotel Ashok (23/5/2023) and Hotel Le Meridien (25/5/2023)	Reena Garg Preeti Bhatnagar	--
	Tea Coffee arrangement during the meetings			
7.	Invitation Cards for Dinners	Printing of cards after finalization of design, finalization of guest list and distribution of cards printing of badges/ car stickers	S K Kanojia	Shovik Chanda

Duty Roster for ISO/COPOLCO

S. No.	Activity		Overall Incharge	Supporting Officers/ staff
8.	Conference kit	Bag, memento, BIS brochure, conference brochure	Meenal Passi	Dr Bhavna Neha Singhal
9.	Permission from authorities	For main event at Vigyan Bhawan (5 days) from DCP south and DCP Traffic	Ajay Tiwari	Kishore Mandal
10	Finalization and printing	BIS Brochure and Conference Brochure	Suniti Toteja	Smita Nair
11	Transport	For officers and staff from respective places to VB	Rakesh Kumar	Sanjeev
		From VB to Hotel Ashok (23/5/2023) and VB to Hotel Le Meridien (25/5/2023)		
12	Photography/ videography/ wi-fi	Provision of wi-fi and online meeting during Plenary and WG meeting/ photography / videography in VB and Annexe. Photography & videography in Dinners as well	D Bhadra	Nitish Kumar
13	BIS presentations	Preparation of BIS presentations on Consumer Connect and outreach	Deepak Singla	--
14.	Finalization of expert	Finalization of expert for sustainable consumption workshop	A K Bera Anuj Bhatnagar Ajay Lal	Mohit Janoiya
15	BIS Presentations	For 26 th May, Presentation for BIS activities along with the films	Sanjeev Maini	Adbhut Rajat Gupta

Note: Arrangement should be finalised in consultation with Head (MSD)

