

**Date: 11 October 2022**

**BUREAU OF INDIAN STANDARDS**  
**(Administration Department)**

**CIRCULAR**

**Subject: Gift on the occasion of Diwali festival 2022 - reg.**

On the occasion of Diwali festival, Bureau has been providing gift to its employees. The Competent Authority of the Bureau has approved the following gift and their distribution is as given hereunder:

Sl.No	Particular	Gift(s) to be provided
1.	For all the regular employees (officers and staff) of BIS at ROs/BOs/Labs/NITS including BIS HQs.	50 gm Silver Medallion with 999 Fineness for each employee and respective procurement and distribution by GSD
2.	For contractual labour/outsourced workers such as Executive Assistant / DEOs/SPOs/ Management Executive, Graduate Engineer Trainee (GET), Hallmarking Agent/ Consultant or equivalent, Helpers, Security Guards, Mali, Nurse, Gym Instructor, Canteen Cook, Waiter, Receptionist, Plumber, Mason, Electrician, Diploma Holder, Kitchen Stewarding Supervisor, Jr.Librarian, draftsman, Meeting Coordinator, Housekeeping, etc.	An amount of Rs. 1,500/- only (Rupees One Thousand Five Hundred Only)  The amount will be transferred into their Bank Account by the concerned contractor/agency/firm of respective ROs/BOs/Labs NITS/ GSD at BIS HQs.
3	For others such as Drivers/Ministry's officials, Canara Bank employees, Topaz & MTNL, ITS (Developer, User Interface Designer, Mobile Application Developer, Programmer, Network Engineer, Tester, IT-PMU, Help Desk, Project Engineer, Data analyst, AMC Engineer), PMWD (Blue Star, Fire Fighting, and Travel Desk (GSD), AC operator, Fire System Operators, PRD (Photographer, Staff of Social Media Team), etc.	Sweet box of 1 Kg for Rs. 900/- including all applicable taxes. Procurement of sweet boxes will made by the respective ROs/ BOs/Labs/NITS/ GSD at BIS HQs.

2. The expenditure to be incurred from the Budget Head "Staff Welfare" (Budget Code: 2203). For additional budget, if any, is to be required, they may send their request directly to the Director (Finance), HQ with proper justification.

3. Keeping in view of above, all Heads of ROs/BOs/Labs/ NITS and GSD at BIS HQs are, therefore, requested to do the needful as per the prescribed norms and to send their Compliance Report latest by 31 October 2022, to the Administration Department at e-mail: [administration@bis.gov.in](mailto:administration@bis.gov.in).

4. This issues with the approval of the Competent Authority of the Bureau.

  
(Sandeep Meena)  
Director (Administration)

Our Ref: ADMN/02/08/2021

Circulated to: All employees and Heads of all ROs/BOs/Labs/NITS including BIS HQs through BIS Intranet