

BIS /DGO(466)
14 Sep 2020

BUREAU OF INDIAN STANDARDS
(Headquarters)

Ref: DDGA/Admn.(2020)
Sub: **Implementation of E-Office**

OFFICE ORDER


It has been decided by the Competent Authority that physical movement of files is to be stopped from 15 Sep 2020 onwards.

The files henceforth after implementation of e-office will be submitted to higher authorities in the following manner:

- 1) **In case of scanned files** – All the Departments where scanning of records/documents has been completed will put up files through e-office only;
- 2) **In case of new files** - Henceforth, the file should be submitted to higher authorities through e-office only;
- 3) **In case of semi-urgent files** – A part file may be created and submitted to higher authorities through e-office. These files must be co-related/linked with the original/main files positively within three days; and
- 4) **In case of urgent files** – In case of urgency only, the files may be submitted to the higher authority in physical form.

The matter regarding implementation of e-office in BIS has been accorded top priority by DG-BIS.

All Heads of departments at HQs may ensure the strict compliance of above instructions.


(Roma Roy)
Deputy Director General(Admn.)

**Circulated to all Heads of Departments at HQs
through BIS Intranet.**