

BIS/DGO(469)/2020
Date: 09 December 2020

BUREAU OF INDIAN STANDARDS
(General Services Department)

OFFICE ORDER

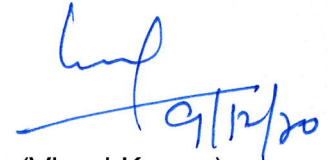
Subject: Revised functions of Administration and General Services Department

The organogram and functions of the various departments at HQs were circulated vide DGO No. BIS/DGO (336)/2014 dated 15 January 2014.

2. In supersession of the earlier DGO dated 15 January 2014, the functions of Administration and General Services Department have been revised with immediate effect and the same are annexed herewith as Annex – I & II.

3. This is for the kind information of all concerned with a request that the matters pertaining to Stores, Telephone, Disposal, Canteen and Security, which was earlier dealt by GSD, will be henceforth dealt by Administration Department. Accordingly, the correspondence may be marked to Administration Department in these matters.

This issues with the approval of DG, BIS.



(Vinod Kumar)
Director (General Services)

Our Ref: GSD/18/01/2019

Circulated to: All the officers and staff of the departments at BIS Headquarters and
all ROs/BOs/Labs & NITS

Administration Department

- 1) Receipt & Issue of Dak and scanning of Inward Dak
- 2) Security & Reception arrangement for MB & MK
- 3) RTI Cell
- 4) Record Room
- 5) Monitoring of Attendance
- 6) Management of BIS Canteen (RFID Cards, Income & Expenditure & Policy)
- 7) Staff Welfare:
 - a) Engagement of Doctor
 - b) Yoga
 - c) Gym
 - d) Scholarship
 - e) Holiday Home
 - f) Creche
 - g) Newspaper
 - h) Briefcase
 - i) Annual Day and other events etc.
- 8) Telephone services such as installation, repair and operation of EPABX installed by MTNL
- 9) Vetting of RFPs / Tenders
- 10) Issue of stores, condemnation and disposal and physical verification of assets
- 11) Miscellaneous Work:
 - a) Issue of passes for Ministry
 - b) Car parking labels
 - c) Issue of Circulars
 - d) Information on general matters to DoCA etc.
 - e) Swachh Bharat Campaign
- 12) Any other work assigned by higher authorities

Note: Administration Department will now have 3 Section Officers viz. SO (Administration, Security and Canteen), SO (R&I and Record Room) and SO (Store and Disposal & Telephone)

General Services Department (GSD)

- 1) Management of staff car
- 2) Booking of air tickets, arrangement of foreign exchange and other logistic services
- 3) Housekeeping services
- 4) Engagement of all types of manpower
- 5) Repair and maintenance of furniture and equipment
- 6) Procurement of goods and services
- 7) Allotment of staff quarters and maintenance thereof
- 8) Booking of Auditorium/Halls
- 9) Maintenance of both MB & MK in all respects
- 10) Insurance of assets
- 11) Miscellaneous Work:
 - a) Washing of towel and dusters
 - b) World Standard Day arrangements
 - c) Booking of IHC/IIC
 - d) Republic Day/Independence Day passes
 - e) Outdoor catering
- 12) Any other work assigned by higher authorities

Note: General Services Department will now have 3 Section Officers viz. SO (Vehicle and Logistics), SO (Purchase), SO (Manpower, Repair & Maintenance) and Maintenance Cell
