

BUREAU OF INDIAN STANDARDS
(Administration Department)

CIRCULAR

Subject: **Diwali Gift 2020 - reg.**

It is pleased to inform that on the occasion of Diwali 2020, the Competent Authority had granted approval of Diwali Gift as detailed below:

Sl. No.	Particular	Approved Amount (in Rs.)	Diwali Gift
(i)	BIS Regular Employees	2000/-	Sweet Box Gift Voucher
(ii)	Contractual Manpower (including Young Professionals/Graduate Engineers etc.)	1000/-	Sweet Box Gift Voucher

2. Now, all the ROs/BOs/Labs/NITS are hereby requested to kindly make an arrangement for distribution of Sweet Box Gift Voucher only, from the renowned Sweets supplying agencies/shops at their location(s), by ensuring the quality of the sweets. As already the administrative and financial approval have been obtained from the Competent Authority (copy enclosed) towards the expenditure for HQ/ROs/BOs/Labs/NITS, the ROs/BOs/Labs/NITS shall follow the required due procedures in arrangement of sweet vouchers accordingly. Further, it is also informed that no other form of gift arrangement should be provided as Diwali Gift for BIS regular employees or contractual manpower.

3. The Diwali Gift have been approved only for contractual manpower like Security manpower, House-keeping manpower and manpower deployed agency for BIS office assistance like skilled category, semi-skilled category and unskilled category. Hence, all Heads of the ROs/BOs/Labs/NITS are requested to provide the Sweet Box Gift Voucher only to the said contractual manpower and not to any other who are working on temporary basis. In this regard, all ROs/BOs/Labs/NITS are hereby requested to send the details of Diwali Sweet Box Distribution Receipts to the Administration Department at e-mail: administration@bis.gov.in **on or before 20 November 2020** in the enclosed prescribed format (Annexure 'A'), which has to be strictly ensured.

Encl: as above


(N. Vittoba)
Director (Administration)

Ref: ADMN/02/08/2010
Date: 09 November 2020

Circulated to: Heads of all ROs/BOs/Labs/NITS, through BIS Intranet

Receipt of Sweet Box Gift Voucher

Name of ROs/BOs/Labs/NITS, Noida : _____

Name of the Agency : _____

Sl.No.	Name of the Young Professional/Graduate Engineers etc.	Nature of Contract (Security/Housekeeping/Data Entry Operator/Helpers/Others)	Signature
Total :			

No. of Sweet Box Gift Voucher distributed : _____

Total amount of Sweet Box Gift Voucher (Rupees.....) : _____

(.....)
DD (A&F)/AD(A&F)/SO/PS

Through Head (.....)

Director (Administration)
BIS HQs, New Delhi