

**URGENT/ IMPORTANT**

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

**Our Ref.:** Estt-II/21/3/2018

**Dated:** 06 February 2020

**Subject:** Training to newly promoted LDCs

As decided by the Competent Authority, the following 09 Lower Division Clerks who have been promoted from Gr. D posts, are to be imparting training for 10 days from 12 March 2020 to 25 March 2020 at NITS, Noida.

<b>Sl. No.</b>	<b>Emp. No.</b>	<b>Name</b>	<b>Place posting</b>
1.	028525	Shri N. Ramesh	Hyderabad Branch Office
2.	028711	Shri Rakesh Kumar	HQ- Admin. Dept.
3.	030317	Shri Chandu Manjhi	HQ- Canteen
4.	031887	Shri Rajesh Kumar	CL, Sahibabad
5.	031933	Shri Narender Singh Rawat	HQ-Estt. Dept
6.	032000	Shri Bhagwan Sahai Meena	Jaipur Branch Office
7.	032026	Shri Parvind Kumar	HQ- DDGA Sect.
8.	032093	Smt Dayawanti	HQ-Estt. Dept
9.	032123	Shri Ashish Kumar	HQ- PRTD

2. The approved Module of Training (date wise/session wise) with the name of the faculty members is enclosed for information and necessary action by all the concerned.

**Encl.:** As above

  
**(Sandeep Meena)**  
**Director (Establishment)**

**By email to:**

- i) To all the employees, given in para 1 above;
- ii) all the faculty members
- iii) Head, NITS, Noida- for information and making necessary arrangement please
- iv) DDGA & DDGTI
- v) ITSD- It is requested to upload the note on the BIS Intranet

### 10 DAY TRAINING FOR NEWLY PROMOTED LOWER DIVISION CLERKS

Date	Topic for Training	Faculty
	12 March 2020	
	Inauguration	1030 hrs to 1130 hrs Inauguration by DDGA, DDGTI and DEST
Forenoon	Welcome/Introduction Overview of BIS Activities, BIS Act, Rules & Regulations,	Head NITS Shri Kumar Shantanu, BS
Afternoon	Office Procedures, File Management, Attendance, Dak, Diary Maintenance, Receipts & Issues	Shri Vinod kumar, Head, GSD
	13 March 2020	
Forenoon	Noting & Drafting	Shri Ravi Shankar, DAC
Afternoon	Legal matters/court cases etc	Shri Kulvinder Kumar Director Legal
	16 March 2020	
Forenoon	CCA /CCS Rules	Smt. Parul Gupta DD (A&F)
Afternoon	RTI Act 2005, LTC Rules, Sexual Harassment at Workplace	Shri Gopi Chand AD (A&F)
	17 March 2020	
Forenoon	Leave Rules, Medical Rules (CGHS, CSMA Rules), General Conditions of Service,	Shri N. Ravi Shankar DAC
Afternoon	Classification of Records, Records Management, Record room, Disposal of Records and Record Room,	Shri Amit Garg DD (A&F)
	18 March 2020	
Forenoon	Procurement of Goods & Services, Purchase principles in Govt. Department, Inventory control and Stores Management, APARs	Shri Sandeep Meena, DEST
Afternoon	Deduction of Income Tax on Salary, Revenue & Expenditure, Service tax, Budget, Annual Closing, financial audit and there is no loss of revenue of BIS under various schemes. monthly Trial Balance of RO/BO is forwarded to HQ with Bank Reconciliation, HQ Accounts and other schedules are sent to HQs . Annual Trial Balance with all the schedules by defined data as per guidelines given by HQ. Scrutiny of the proposals received from the concerned BOs for expenditure beyond the powers of Head of the BO and giving recommendations for the proposals for approval within the delegated powers.	Shri Gurpreet Singh DF
	19 March 2020	
Forenoon	National pension Scheme, Duties & Responsibilities of cashier, Instructions to	Shri Vikram Gupta DD (A&F)



	handle cash, Preparation of challan & Challan Register, Preparation of list of payments, The benefits of an employee on his/her Retirement/Vol. Retirement/Death, Budget estimates for the region (including all BOs/SBOs in the Region). Comparing actual expenditure with allocated budget on monthly basis so that the actual expenditure does not exceed budget allocation.	
Afternoon	Hindi Work, Hindi quarterly reports, Hindi quarterly meeting, Hindi pakwada , Hindi Workshop, Implementation of Hindi guidelines, Supervision of Library at RO	Smt. Vandita DD (Hindi)
20 March 2020		
Forenoon	Preventive Vigilance & CVC guidelines,	Shri Pinaki Gupta Scientist D
Afternoon	BIS Standardization Policy, etc	Shri R.K. Palsania Scientist B
23 March 2020		
Forenoon	Computer Applications, MS Office (MS Excel, MS Word, MS Power point, E-mail, etc),	Shri R.K. Kain Head ITS Dept
Afternoon	Certification Marks Management Scheme	From NITS, Noida
24 March 2020		
Forenoon	Computer Applications, MS Office (MS Excel , MS Word, MS Power point, E-mail, etc),	Shri Nitish Verma Scientist C
Afternoon	(CMMS) Application Data entry, Report generation, Preparation of Receipt, Letter generation through CMMS, MCR data	Shri L.S. Chauhan, Scientist C
25 March 2020		
Forenoon	Public relation activity , publication, advertisement , consumer awareness program	Ms Alka DDPR
Afternoon	Closing and feed back	DEST/HNITS

*Sreen*