

PROJECT MANAGEMENT AND WORKS DEPT

Our Ref: PM/83

Date: 16 12 2019

Sub: Numbering of Floor and Departments in The Manak Bhavan

It is informed that Competent Authority has approved the following revised numbering of the existing floor and rooms of the Manak Bhavan in BIS HQs (Basement to be numbered start with B)

FLOORING NUMBERS

- i) Present Floor 1 to be re-designated as **GROUND FLOOR**
- ii) Present Floor 2 to be re-designated as **FIRST FLOOR**
- iii) Present Floor 3 to be re-designated as **SECOND FLOOR**
- iv) Present Floor 4 to be re-designated as **THIRD FLOOR**
- v) Present Floor 5 to be re-designated as **FOURTH FLOOR**
- vi) Present Floor 0 (Basement) to be re-designated as **BASEMENT**

Accordingly New Room number allotted is indicated against department/room name

| | |
|---|-------------------------------|
| DG Room to be numbered as 401 | Reception – 01 |
| Kitchen Room (present 5 th floor) to be numbered as 402 | Auditorium - 03 |
| PS to DG Room (present 5 th floor) to be numbered as 403 | VIP Room - 05 |
| Visitor Room (present 5 th floor) to be numbered as 404 | Cafeteria - 07 |
| Gents Toilet (present 5 th floor) to be numbered as 405 | Cafeteria (Kitchen) - 09 |
| Ladies Toilet (present 5 th floor) to be numbered as 406 | Meeting Room (Blue) - 02 |
| DG Committee room (present 5 th floor) to be numbered as 407 | Meeting Room (Green) -04 |
| MTD (present 4 th floor) - 301 | AHU -06 |
| WRD (present 4 th floor) - 303 | Electric Room - 08 |
| IRD (present 4 th floor) - 302 | Ladies Toilet (GF) - 11 |
| | Diasable Friendly Toilet - 13 |
| | Gents Toilet - 15 |
| | Buisness Room - 17 |
| | Meeting Room (3) - 19 |
| | Meeting Room (4) - 21 |
| | Meeting Room (5) - 10 |

| | |
|--|-------------------------------------|
| CED (with IRD) (present 4 th floor) - 304 | Conference Hall (Lal C Verman) - 12 |
| Gents Toilet (present 4 th floor) - 306 | MED - 103, 105 |
| Ladies Toilet (present 4 th floor) - 308 | DDG (MSCD) - 107 |
| 1 st DDG Room (present 4 th floor) - 305 | SPPD - 100 |
| DDG (Standardization) (present 4 th floor) - 307 | ITSD - 150 |
| 3 rd DDG Room (present 4 th floor) - 309 | ADG Room - 152 |
| CED (present 4 th floor) - 310 | ADG (PS) Room - 154 |
| MSD (present 4 th floor) - 312 | SPPD - 156 |
| TXD (present 4 th floor) - 311 | CHD - 158, 160 |
| PGD (present 4 th floor) - 313 | PCD - 159 , 157 |

3. Administration Department/GSD requested to kindly change the numbers in the telephone directory as well as putting new number room against the room nos.

Head (PMWD)

Copy to:

1. **Head ITS-** with a request for hosting on intranet

DRA/HGSD- with a request to do necessary actions.

परियोजना प्रबंधन एवं कार्य विभाग

हमारा संदर्भ : पीएम/83

16 12 2019

विषय : भा मा ब्यूरो मुख्यालय में विभागों का फिर से अंकित करना ।

यह सूचित किया जाता है कि सक्षम प्राधिकारी ने भामाब्यूरो के मानकभवन स्थित के लिए निम्नलिखित कक्ष के फिर से अंकित की अनुमति दी है:

- i) वर्तमान तल 1 को भू-तल के रूप में फिर से नामित किया है
- ii) वर्तमान तल 2 को पहली मंजिल के रूप में नामित किया है
- iii) वर्तमान तल 3 को दूसरा मंजिल के रूप में नामित किया है
- iv) वर्तमान तल 4 को तीसरा मंजिल के रूप में नामित किया है
- v) वर्तमान तल 5 को चौथा मंजिल के रूप में नामित किया है
- vi) वर्तमान तल 0 को निम्नतल मंजिल के रूप में नामित किया है

तदनुसार, आवंटित किए गए नए कक्ष संख्या को विभाग / कमरे के नाम के विरुद्ध दर्शाया गया है

| | |
|--|-------------------------------|
| डीजी रूम - 401 | Reception – 01 |
| रसोई कक्ष (वर्तमान 5 वीं मंजिल) - 402 | Auditorium - 03 |
| पीएस से डीजी रूम (वर्तमान 5 वीं मंजिल) - 403 | VIP Room - 05 |
| विजिटर रूम (वर्तमान 5 वीं मंजिल) - 404 | Cafeteria - 07 |
| जेंट्स टॉयलेट (वर्तमान 5 वीं मंजिल) - 405 | Cafeteria (Kitchen) - 09 |
| लेडीज टॉयलेट (वर्तमान 5 वीं मंजिल) - 406 | Meeting Room (Blue) - 02 |
| डीजी कमेटी का कमरा (वर्तमान 5 वीं मंजिल) - 407 | Meeting Room (Green) -04 |
| MTD (वर्तमान 4 मंजिल) - 301 | AHU -06 |
| WRD (वर्तमान 4 वीं मंजिल) - 303 | Electric Room - 08 |
| IRD (वर्तमान 4 वीं मंजिल) - 302 | Ladies Toilet (GF) - 11 |
| CED (IRD के साथ) (वर्तमान 4 मंजिल) - 304 | Diasable Friendly Toilet - 13 |
| जेंट्स टॉयलेट (वर्तमान 4 वीं मंजिल) - 306 | Gents Toilet - 15 |
| | Buisness Room - 17 |
| | Meeting Room (3) - 19 |
| | Meeting Room (4) - 21 |
| | Meeting Room (5) - 10 |

| | |
|--|-------------------------------------|
| लेडीज टॉयलेट (वर्तमान 4 वीं मंजिल) - 308 | Conference Hall (Lal C Verman) - 12 |
| 1 डीडीजी कक्ष (वर्तमान 4 मंजिल) - 305 | MED - 103, 105 |
| डीडीजी (मानक) कमरा (वर्तमान 4 मंजिल) - 307 | DDG (MSCD) - 107 |
| 3 डीडीजी कक्ष (वर्तमान 4 मंजिल) - 309 | SPPD - 100 |
| CED (वर्तमान 4 मंजिल) - 310 | ITSD - 150 |
| MSD (वर्तमान 4 मंजिल) - 312 | ADG Room - 152 |
| TXD (वर्तमान 4 मंजिल) - 311 | ADG (PS) Room - 154 |
| PGD (वर्तमान 4 मंजिल) - 313 | SPPD - 156 |
| | CHD - 158, 160 |
| | PCD - 159 , 157 |

3. अनुरोध है कि स्थानांतरण से संबंधित किसी भी आवश्यक सहयोग (जैसे कि टेलिफोन फैक्स, फाइल, इंटरनेट इत्यादि के स्थानांतरण के लिए जनशक्ति) के लिए Admn/ GSD विभाग को निवेदन भेजें ।

प्रमुख (PMWD)

प्रतिलिपि

- 1 **Head ITSD** - इंटरनेट पर अपलोड करने हेतू ।
- 2 **DRA/HGSD** - अंकित करने हेतु अनुरोध सहित ।

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