

भा०मा०ब्यूरो मु०/प्रशा०/परिपत्र(11)/2018

दिनांक : 29 अगस्त 2018

भारतीय मानक ब्यूरो / Bureau of Indian Standards
(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

विषय: बैठकों / संगोष्ठियों / कार्यशालाओं / प्रशिक्षण कार्यक्रमों आदि के दौरान स्टेशनरी वस्तुओं के वितरण के लिए नीति/ Policy for distribution of Stationery items during meetings/ seminars /workshops /training programmes etc.

ब्यूरो में सभी की जानकारी के लिए प्रसारित किया जाता है कि ब्यूरो के महानिदेशक ने, 23 अगस्त 2018 को, बैठकों / संगोष्ठियों / कार्यशालाओं / प्रशिक्षण कार्यक्रमों आदि के दौरान स्टेशनरी वस्तुओं के वितरण के लिए संशोधित नीति को मंजूरी दे दी है। संशोधित नीति अनुलग्नक के रूप में संलग्न है।

It is circulated for information of all that Director General of the Bureau, on 23 August 2018, has approved the revised Policy for distribution of Stationery items during meetings/ seminars /workshops /training programmes etc. The revised policy is enclosed as Annex.

2. यह नीति प्रशासन विभाग द्वारा 25 अप्रैल 2014 (संदर्भ संख्या: प्रशा./ 01/19/2014) के परिपत्र सं. बीआईएस / मुख्यालय / प्रशा० / परिपत्र (08) / 2014 के माध्यम से प्रसारित की गई पूर्व नीति का अधिग्रहण करती है।

This policy supersedes the earlier policy circulated by Administration Department vide its circular No. BIS/HQ/ADMN/Circular(08)/2014 dated 25 April 2014 (Reference No. ADMN/01/19/2014).

3. सभी को संशोधित नीति का पालन करने का अनुरोध किया जाता है।

All are requested to adhere to the revised policy.

29/08/2018
(कुलविन्दर कुमार चावला)
उप-निदेशक (प्रशासन एवं वित्त)

हमारा संदर्भ: प्रशासन/01/19/2014

परिचालित: इंटरनेट के माध्यम से ब्यूरो के मुख्यालय में सभी विभागों / क्षेत्रीय कार्यालयों / शाखा कार्यालयों / प्रयोगशालाओं / एन.आई.टी.एस

Circulated to: All Departments of BIS at HQs/ROs/BOs/Labs/NITS through intranet of the Bureau

Annex

Policy for distribution of Stationery Items during Meetings/Seminars/ Workshops/Training Programmes etc.

1. Governing Council/ EC/ Advisory Committee Meetings

a) Governing Council Meetings

The following stationery items shall be given to the participants during the aforesaid meeting:

- i) Conference Backpack Laptop Bag/ Biodegradable (jute and other material)
- ii) Eco Wiro Pad – Spiral (40 Leaflets/ 80 pages) Handmade paper
- iii) Fine Quality Pen (Uniball)
- iv) Pen drive (8 GB) with BIS Logo & Publicity material

b) EC/Advisory Committee Meetings

The following stationery items may be given to the participants during the aforesaid meeting:

- i) Conference Folder (Jute/ biodegradable material)
- ii) Eco Wiro Pad – Spiral (40 Leaflets/ 80 pages) Handmade paper
- iii) Fine Quality Pen (Uniball)

2. Technical Committee Meetings

- a) The Division Council meetings are important meetings and also attended by the Chairmen of various Sectional Committees under the Division Council. Keeping in view the level of the Division Council meetings, the following stationery items may be given to the participants:-

- i) Conference Side bag (Jute/ biodegradable material) for keeping agenda and other relevant papers (cost upto Rs. 300/-).
- ii) Self stick Note pad 2 with pen – smaller one
- iii) Writing Note book – A-5, single quire/ 24 sheets

b) Sectional Committee meetings/Sub-Committee meetings/Panel meetings

- i) Writing Note book – A-5, single quire/ 24 sheets
- ii) Self stick Note pad 2 with pen – smaller one

3. Seminars/Workshops: Following stationery items may be given to the participants, keeping in view the level of the seminar with the approval of concerned Activity Heads:

a) For Seminars/Workshops/ World Standards Day

- i) Conference Side bag (Jute/ biodegradable material) for keeping agenda and other relevant papers (cost upto Rs. 300/-).
- ii) Eco Wiro Pad – Spiral (40 Leaflets/ 80 pages) Handmade paper
- iii) Ball Pen

4. International Meetings/ Seminars organized by BIS

- a) Conference Backpack Laptop Bag/ (Leather/Biodegradable (jute and other material)
- b) Diary – Spiral
- c) Self stick Note pad 2 with pen – smaller one
- d) Pen drive (8 GB) with BIS Logo & Publicity material

5. Training Programmes

The following stationery items shall be given to the participants in the Training Programmes organized by BIS Offices other than NITS:

- a) Writing Note book – A-5, single quire/ 24 sheets
(2 Quire/ 48 sheets- A-5 size Writing Note book be provided to the participants if the Training Programme is for more than 2 days).
- b) Ball/ordinary Gel pen
- c) Ordinary biodegradable file folder for training programmes upto 2 days (Rs. 150/-). If the training programme is for more than 2 days, Conference Side bag (Jute/ biodegradable material) for keeping relevant papers (cost upto Rs. 200/-) may be provided for all training programmes organized by BIS whether in BIS premises or outside BIS or BIS agrees to provide stationery items during the training programmes organized by BIS in association with other organizations at any place in India.

6. Stationary for use in BIS departments/ sections

- a) Writing Note book – A-5, single quire (24 sheets) / 2 quire (48 sheets)

Note:

- i) All items shall carry BIS Logo with web-id www.bis.gov.in
- ii) All bags shall have a publicity brochures of BIS
- iii) The request/ utilization certificate for stationary shall be made available online.

**UTILIZATION CERTIFICATE OF STATIONERY ISSUED FOR
MEETINGS/SEMINARS/WORKSHOPS/TRAINING PROGRAMMES ETC.**

Name of the Department : _____

Date: _____

The following stationery items were issued to our department in connection with the _____ (name of Meeting/Workshop/Seminar/Trng. Programme) held on _____:

Sl. No.	Items	Quantity issued	Quantity consumed	Quantity returned
1.	Writing Note Book – A-5 (single quire/2 quire) / Eco Spiral Pad / Diary – Spiral			
2.	Conference Backpack Laptop Bag/ Conference Folders / Conference Side bags/ File Folders (Jute/ biodegradable material)			
3.	Pen (Uniball/Pilot/Gel/Ball pen)			
4.	Self Stick Note Pad with pen			
5.	Pen drive (8 GB)			
6.	Any other item: _____			

It is certified that all above stationery items issued to our department have been fully utilized in the above mentioned Meeting/Seminar/Workshop/Training programme.

OR

It is certified that above mentioned stationery items issued to our department have not been fully utilized in the above mentioned Meeting/Seminar/Workshop/Training programme. Hence, the unused items as mentioned above are being returned to Issue Section:
(Strike out whichever is not applicable)

SO/PS: _____
(Signature)

Head of Deptt: _____ (Signatures)

Head (GSD) / (Head/Officer – in-charge of Store in ROs/BOs/NITS/Labs)

SO (Issue)