

**भारतीय मानक ब्यूरो**  
**Bureau of Indian Standards**

CC Ref No: 97

11 August 2020

**OFFICE ORDER**

**Subject: Schedule for Regular Activities**

With a view to ensuring better time management and uninterrupted working hours to the officers and staff to the extent possible, following schedule is fixed for regular activities –

1. 1<sup>st</sup> & 3<sup>rd</sup> Mondays - 9.30 AM to 12.30 AM - SOM; 2.30 PM to 4.30 PM - coordination meeting of Standardisation, Certification and LPPD; 4.30 to 5.30 PM - VC with Heads, Branch Offices by Guardian Officers.
2. 2<sup>nd</sup> & 4<sup>th</sup> Mondays - 9.30 AM to 12.30 AM - VC with Lab Heads & Heads, Branch Offices jointly by CMD, LPPD, Standardisation & PRT Departments; 3.30 PM to 5.30 PM - Training Hours (All the training activities for BIS officers to be scheduled during these hours).
3. 4 PM to 5.30 PM on all working days - Bonding Time. VCs with Consumer Groups, Standardisation Cells, Nodal Officers of Ministries for QCOs, Licencees, Targeted Clients, OSLs, State Government Departments and Academic Institutions should be scheduled during this period and at least one meeting with each of the stake-holders be held every month.
4. Meet DG - On all working days - Standardisation – 9.30 AM to 10.15 AM; Certification- 10.15 AM to 11 AM; LPPD - 11.15 AM to 12 PM; PRT – 12 PM to 12.45 PM; and Administration & Finance - 12.45 PM to 1.30 PM; PMWD, Planning & Coordination- 2.30 PM to 3.15 PM.
5. Tuesday, Thursday & Friday - 9.30 AM to 12 PM - Demo of and discussion on e- BIS.
6. ADG and DDGs should have their own schedule for the activities they wish to hold keeping the above in mind.
7. Each RO and BO shall have a fixed schedule for activities like, VC with Licencees, Industry, Consumer Groups, Jewellers, Assaying & Hallmarking Centres, and State Govt. Departments and PSUs. Each of these activities should take place at least once every month, preferably on 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 9.30 AM to 12.30 PM; and 2.30 PM to 5.30 PM.

8. Whenever ROs fix a meeting with the Industry or licensees, Heads of labs should essentially participate in that; and DDGRs must have one meeting jointly with BOs and Heads, Labs every month, keeping above in mind.
9. Each Head should have Staff meeting once every week to take stock of the progress.
10. NITS should organise a lecture by an eminent person on issues related to economy, trade, enforcement, project management, personality development etc. once every month, preferably in the forenoon of fourth Friday.

All concerned should try to plan their work accordingly.

This issues with the approval of DG, BIS.

Lt. Col. Kumar Shantanu  
Head (Coordination Cell)

**Circulated to all departments at HQs/ROs/BOs/CL/NITS through BIS Intranet**