

BIS/HQ/GSD/07/2020  
Date: 21 September 2020

**BUREAU OF INDIAN STANDARDS**

**(General Services Department)**

**CIRCULAR**

**Subject: Arrangement for meetings in Auditorium,  
Lal C Verman Hall and other meetings Halls**

DG, in the SOM held on 14<sup>th</sup> September 2020, has given instructions that the **Auditorium, Lal C Verman Hall and other meeting Halls** may be kept ready before the commencement of the meetings with regard to the functioning of all the equipments and other necessary arrangements relating to cleanliness; proper working of air conditioners, audio video system, LED Wall and monitors installed in these halls.

All officials at BIS HQs, who have booked these halls for their meetings, should ensure well in time that all the equipments and other necessary arrangements in the **Auditorium, Lal C Verman Hall and other meeting Halls** are in place and are working satisfactorily.

All support staff at BIS HQs, who are responsible for cleanliness, working of air conditioners, audio video system, proper functioning of LED Wall and monitors installed in the **Auditorium, Lal C Verman Hall and other meeting Halls** will ensure the cleanliness of these halls and proper functioning of all devices to avoid any kind of technical glitch during the meeting. In addition to the meeting schedules, the Support Staff may also check the readiness of the halls on daily basis.

The names and telephone number of the support staff are as under:-

Sl. No	Name and designation	Deptt.	Contact details		Duty assigned
1.	Sh. Nitish Kumar, Sc. C / Outsourced staff of ITS	ITSD	Intercom: Tel: Mob:	8447 011-23231102 9999070236	Arrangement of laptops, internet connection and functioning of devices
2.	Shri Gajender Kumar, TA (Lab) & Shri A.K. Gautam (MT)	Maintenance Cell & PMWD	Intercom: Tel: Mob:	8293 011-23230854 9643898983/ 9871669292	Air conditioner and electronic devices
3.	Shri Sanjeev Kumar, Supervisor / Outsourced staff	GSD	Intercom: Tel: Mob:	8409 011-23231059 9811645909 / 9810803955	Cleanliness of halls
4.	Caretaker/ Security Section	GSD	Intercom: Mob:	8277 9971771274	All other matters
5	Canteen/ Outsourced staffs	GSD	Intercom: Mob:	8206 8744917823	For canteen services

*Vinod*  
21/9/20

(Vinod Kumar)  
Head (GSD)

Our Ref: GSD/05/01/2020

Circulated to: All officers and staff at BIS HQs for information & compliance