

## परियोजना प्रबंधन एवं कार्य विभाग

21 01 2020

### विषय: भवन नीति

1. नए बीआईएस भवनों के निर्माण के लिए भवन नीति को सक्षम प्राधिकारी द्वारा अनुमोदित किया गया है।
2. यह सभी संबंधितों की जानकारी के लिए है।

एस. के. गुप्ता  
प्रमुख (प. प्र.का.वि)

संदर्भ: पीएम /13

परिचालित:-बीआईएस इंटरनेट के माध्यम से मुख्यालय / आरओ / बीओ / लैब्स और एनआईटीएस में सभी विभाग

**PROJECT MANAGEMENT AND WORKS DEPARTMENT**

**21 01 2020**

**Sub: Building Policy.**

1. The building policy for construction of new BIS buildings has been formulated and approved by the Competent Authority.
2. This is for information of all concerned.

S K Gupta  
Head (PMWD)

Ref: PM/13

Circulated to: All Departments at HQ/ROs/BOs/ Labs & NITS through BIS Intranet

## PROJECT MANAGEMENT AND WORKS DEPARTMENT

### **Sub: Building Policy.**

1. BIS is pursuing the State governments for allotment of land where BIS is functioning from rented premises or where BIS is not having any office and intends to open an office. As per the approval of EC dated 05.02.2014, BIS may acquire plot in the range of 2000 to 4000 Sqm depending upon its requirement and availability. Minimum size of plot for land or built-up premises may not be less than 1000 Sqm for any office of BIS and higher sizes of plots could be considered where land prices are low.
2. Recently land has been allotted to BIS in Ranchi, Lucknow & Bhubaneswar. It is anticipated that land will be allotted to BIS in other cities as well. DG: BIS has desired that area of not less than 2000 Sqm is required for construction of branch offices and all the new branch offices may have a Laboratory. In this regard, following steps are proposed for the construction of branch office/Lab after taking the possession of land:-
3. **STEP 1 -ASSIGN WORKS TO PUBLIC WORKS ORGANIZATION (PWO).**  
As per rule 133 (2) of GFR 2017 original works can be assigned to any PWO as per discretion of BIS. It is preferable to assign the work of construction of branch office/lab to CPWD as Business Development wing of CPWD has assured to take up the construction works actively. DDGR may direct the Head of the nearest BIS branch office under his/her jurisdiction to contact the local CPWD wing for taking up the works. The MOU between CPWD and BIS is being signed at HQ level. However, in case, it is felt that the response of CPWD is not adequate, DDGR may at its own discretion, approach any other PWO such as NBCC, AIR-CCW etc. In such case, MOU between BIS and concerned PWO may be signed at DDGR level. All rules/regulations for assignment of works to PWO shall be followed.
4. **STEP 2- PLANNING-**As a first step towards planning of the buildings, project execution committees (referred as committees) will set up under the regional DDG's to recommend the envisaged requirements for the premises. The committees shall be chaired by Head of the nearest branch or any other senior officer nominated by DDGR and shall include minimum of 4 officers (including chairman). These committees will give their recommendations for the projected requirements of the buildings, which will be processed for approval of the competent authority to arrive at a 'constructed area' parameter for design purposes. The committee shall include an officer from LPPD (to be nominated by DDGL) to finalize the requirements of laboratory. Committees may co-opt a member from PMWD as and when required. Regional DDG's shall nominate an officer (preferably with discipline Civil/ Electrical or Mechanical) from the respective branch as project coordinator who shall be member of the above committee. The role & responsibilities of project coordinator will be as follows:-
  - To arrange the meeting of the above committee and prepare minutes of meeting.
  - To coordinate with PWO to discuss and finalize the requirements of BIS as decided in the above meetings.
  - To keep track of progress on regular basis and maintain activity register through regular site supervision along with PWO officials.

- Verifying the quality of work as per specifications
- To coordinate with the PWO regarding any issues.
- To get the samples various building materials such as vitrified tiles, fixtures etc approved from the above committee.
- Obtain utilization statements from PWO and maintain records of expenditure incurred.
- Overall Project coordination and management.
- Coordination with HQ for approval of estimates submitted by PWO.

The above approvals shall be communicated to PWO by the project coordinator after obtaining approval from Chairman of the committee and need not be sent to PMWD/HQ.

5. It is anticipated that different committees may use different models to work out the officer and staff requirement for the next 10 years or So. To ensure the unanimous and more systematic approach, it is prudent that the strength of each branch office is fixed by DDGR's in consultation with HRD by giving due consideration to future expansions. However, the minimum no. of 25 officers (including GET & Young Professionals) and associated staff shall be considered while planning.
6. Another issue that merits consideration is that the area acquired by BIS may not exactly match our requirements in that location. The land areas are probably not in our control as they are being acquired from state Govt authorities whose plots are predefined, but the building has to conform to the overall plot size and local norms and at the same time be befitting for a new office of BIS. In this regard, BIS may request local state authorities for land measuring area not less than 2000 Sqm. For the purpose of obtaining design parameters, Hyderabad Branch Office of BIS may be considered as model branch office.
7. The requirements for the buildings, other than employees are more or less similar for offices, with minor variations, and can be decided upon. In the opinion of PMW the following are basic requirements that should be common to all premises being constructed:
  - i. Energy efficient electrical fixtures
  - ii. Rain Water Harvesting
  - iii. Solar Roof Tops
  - iv. Ergonomic work stations with modular furniture with concealed cabling.
  - v. Integrated communication and data network
  - vi. Visitor space(s) and break off meeting places
  - vii. Server Room
  - viii. Air-conditioning
  - ix. One or two suites for visiting officers
  - x. Meeting room (30-50 Persons)
  - xi. Conference Hall (depending on location)
  - xii. Sales Area
  - xiii. Library Area
  - xiv. Storage spaces (records/consumables/misc.)
  - xv. Storage spaces for enforcement and regular samples (preferably basement)
  - xvi. Canteen and eating space
  - xvii. Power back- up
  - xviii. Adequate Parking area
  - xix. Garage(s)
  - xx. Security booths at gates

- xxi. Controlled access reception
  - xxii. Adequate toilets i/c accessible toilets.
  - xxiii. Lockers to keep personal belongings.
  - xxiv. Conscious attempt for Green building as per NBC 2016.
  - xxv. Any other statutory requirements such as accessible building, fire safety etc
8. When these elements are communicated to the constructing agency, they will be able to work out the space required for the same along with the structural and building amenities such as toilets, stairs, corridors, circulation area, furniture etc. The space norms approved by EC during its 144<sup>th</sup> meeting held on 05.12.2019 are as follows:-

DESIGNATION	AREA ALLOGATION (SQ FT)
Head of Branch (independent)	400
Officers	120
Section Officers	80
Staff	60
Photocopiers	80

9. The coverage arrived at by 7 and 8 above would be the carpet area and would have to be enhanced by appropriate percentages to arrive at covered area and then constructed area, which would also take into account the future requirements. For ease and repeatability of decision-making, the employee strength in the establishment would need to be worked out by the concerned region and agreed to by the competent authority. The norms given at 7 above would be applied to the manpower and the elements at above factored in for providing to the PWO for working out the building scheme.
10. **STEP 3- EXECUTION & MONITORING-** Based on the above planning, Committees shall obtain at least 2 different building schemes along with 3 D views for finalizing. The building scheme shall be finalized by the concerned DDGR in consultation with DDGL. Once the building scheme is finalized, the same shall be communicated to PWO with modifications, if any and PWO will be asked to submit the estimate for approval by BIS.
11. The estimates once received by PWO shall be checked and submitted to PMWD by Chairman of the respective project execution committees through DDGR's alongwith recommendations for approval of CA. In certain cases, PWO may seek separate approval for enabling estimates and site survey. The same may be sent to PMWD for approval of CA.
12. As per the process, once the estimates are approved, part funds will be transferred to PWO as deposit to start the execution process. Project coordinator shall obtain timelines from PWO and monitor them of regular basis.
13. **STEP 4- CLOSURE-** After PWO inform the completion of project, a joint inspection shall be carried out by the Project execution committee, PWO officials and PMWD officers. PWO will be advised to rectify the shortcoming/defects noted, if any. After satisfactory completion, the site shall be taken over by BIS and project will be capitalized in Book of accounts.

