



COMPENDIUM OF INDIAN STANDARDS ON

GENERAL STATIONERY ITEMS & EQUIPMENT FOR OFFICE USE



BUREAU OF INDIAN STANDARDS
NEW DELHI

Introduction

Stationery items and several other general products used in office play a vital role in ensuring the smooth and efficient functioning of any workplace. From basic writing and printing items and paper products to filing systems, electronic and IT equipment, furniture, products used in canteens, hygiene & personal care products etc support daily administrative tasks and contribute to overall productivity of an organization.

Adhering to the standards during procurement of office items help in maintaining quality, compatibility, and safety across a wide range of products.

This compendium aims at providing a comprehensive information of Indian Standards formulated by Bureau of Indian Standards related to general stationery items, equipment and consumables commonly used in office premises. In this compendium, various products used in offices have been categorized into sectors and sector wise availability of standards formulated by BIS have been mentioned.

By consolidating these standards into a single reference document, the compendium serves as a useful guide for procurement of office items.

1. Stationery Items

A wide range of stationery items are used in offices such as paper including paper for writing & photocopying, computer printing purpose, pens & refills, pencils, bill registers, stamp pads, gums, correction fluids, file tags etc. By adhering to standardized products, an organization can streamline procurement, reduce waste, and ensure smooth interoperability between devices (e.g. printers and copiers). BIS has formulated various standards on stationery items used in offices as listed below. Purchasing stationery items conforming to BIS standards enhances reliability and leads to cost savings through bulk buying and reduced need for customization.

Sl No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Commercial Stationery Forms/ Books (<i>items like Invoice books, delivery order books, purchase order books, petty cash voucher books, stock taking record books, monthly attendance report books and bank deposit slip books are covered in this standard</i>)	IS 12780: 2025 Voluntary No of Licences – Nil	The standard prescribes the requirements for the commercial stationery forms/books generally used in offices which include Invoice books, Delivery order books, Purchase order books, Petty cash voucher books, Stock taking record books, Monthly attendance report books and Bank deposit slip books.
2.	Plain Copier Paper (<i>photocopy paper in grammage 65, 70, 75, 80, 90 and 100 g per square metre is prescribed in the standard</i>)	IS 14490: 2024 Mandatory No of Licences - 17	The standard prescribes requirements for copier paper in grammage 65, 70, 75, 80, 90 and 100 g per square metre
3.	Black Lead Pencils	IS 1375: 2021 Voluntary No of Licences – Nil	The standard covers the requirements for various types of pencils such as drawing pencils, carpenter's pencils, stenographer's and reporter's pencils, and pencils for general writing.
4.	Jotter Ball Point Pens (<i>includes ball point pens made from metal, plastic or both</i>)	IS 10559: 2023 Voluntary No of Licences – Nil	This standard covers the requirements for single refill jotter ball point pens made from metal, plastic or both.
5.	Ball Point Pens (<i>includes ball point pens made from metal, plastic or both</i>)	IS 3705: 2024 Voluntary No of Licences – Nil	This standard covers the requirements for single refill ball point pens, including desk type ball point pens made from metal, plastic or both.

6.	Shorthand Notebooks	IS 12810: 2025 Voluntary No of Licences – Nil	This standard prescribes the requirements for shorthand notebooks. The number of pages in the book may be as per agreement between buyer and seller.
7.	Pads for Rubber Stamps	IS 4747: 2023 Voluntary No of Licences – Nil	This standard prescribes the requirements for fabric stamp pads with or without ink for general use with rubber stamps in large size 16.0 cm × 9.0 cm, medium size 11.0 cm × 7.0 cm; and small size 9.0 cm × 5.0 cm.
8.	Stamp Pad Ink	IS 393: 2023 Voluntary No of Licences – Nil	This standard prescribes requirements for stamp-pad ink used for stamping with rubber stamps from fabric or foam pads.
9.	Jotter Ball Pen Refills	IS 10560: 2023 Voluntary No of Licences – Nil	This standard covers the requirements of jotter ball pen refills made entirely from metal
10	Refill Ball Point Pen	IS 3707: 2024 Voluntary No of Licences – Nil	This standard covers the requirements for ball point pen refills made entirely from metal or metal and plastic materials. This does not cover jotter and special ball point pen refill where ceramic or ruby ball is used.
11	Correction Fluid for Concealing Typed Errors	IS 11992: 2024 Voluntary No of Licences – Nil	This standard prescribes the requirements for correction fluid for concealing typed errors.
12	Drawing pins	IS 5205: 1969 Voluntary No of Licences – Nil	This standard covers the requirements of drawing pins used for fastening paper on drawing boards.
13	Scissors for general purposes	IS 989: 1982 Voluntary No of Licences – Nil	This standard covers the requirements for various types of scissors which include stationery scissors, post office scissors, paper hanger's scissors, household scissors etc.
14	Staples	IS 5348: 1981 Voluntary No of Licences – Nil	This standard covers the requirements of staples for use in stapling machines. It includes both light and heavy duty staples.

15	Staplers	IS 5349: 1969 Voluntary No of Licences – Nil	This standard covers the requirements of both light and heavy duty staplers.
16	Clips, paper, spring type	IS 8231: 1976 Voluntary No of Licences – Nil	It prescribes materials, dimensions and performance requirements for spring type paper clips used to hold papers in two types. The Type 1 clips consist of two hinged wire handles and a spring and type 2 clips shall consist of two die-stamped handles and a cylindrical spring or coil spring.
17	Perforators, paper, double hole (Punch)	IS 6421: 1972 Voluntary No of Licences – Nil	This standard covers requirements of double hole paper perforators for both light duty and heavy duty applications
18	Perforator, paper, single hole (Punch)	IS 6422: 1972 Voluntary No of Licences – Nil	It covers dimensions and requirements of single hole paper perforator (Docket Punch)
19	Writing and printing papers for account book, azure lead, bond, cream laid and cream wove/printing white/printing coloured/printing offset, printing maplitho, printing white super calendered and typewriting types	IS 1848 (Part 1): 2018 Voluntary No of Licences – 51	It covers the quality specifications for multiple types of writing and printing papers including account book paper, azure laid, bond, cream laid, cream wove, and various printing types (white, colored, offset, maplitho, white super calendered and typewriting paper). The document outlines both physical and chemical properties required for these paper types, ensuring uniformity and usability for specific applications.
20	Writing and printing papers for air mail/manifold, cartridge drawing and cartridge white, duplicating absorbent and duplicating semi - Absorbent and poster machine glazed types	IS 1848 (Part 2): 2018 Voluntary No of Licences – 4	It covers the quality specifications for types of writing and printing papers that are used for specialized applications including air mail/manifold, Cartridge drawing, Cartridge white, Duplicating absorbent and duplicating semiabsorbent and Poster machine glazed varieties of writing and printing papers.
21	Book Binding Cloth	IS 10582: 2022 Voluntary No of Licences – Nil	This standard prescribes the constructional details and other requirements of cotton cloth used for book binding. The cloth may be scoured or dyed.

22	Blackboards for class rooms	IS 14633: 1999 Voluntary No of Licences – Nil	This standard covers the dimensional, functional and general requirements of blackboards in four types. Blackboards shall be manufactured in the following four types: Type I Ordinary blackboards with one (single sided) or two (double-sided) working surface, Type II Hinged or folding blackboards with one or several additional rotating working surfaces, Type III Sliding blackboard with working surfaces moving horizontally, Type IV Rolling type blackboards with an elastic working surface
23	Tags for files	IS 8499: 1988 Voluntary No of Licences – Nil	It specifies the requirements for file tags used for fastening loose papers.
24	Computer Paper	IS 12766: 2023 Voluntary No of Licences – 8	This standard prescribes requirements for computer papers for use on computer printers or similar machines for recording, transmitting, reproducing and storage of data.
25	Thermal Paper	IS 17568:2021 Voluntary No of Licences – Nil	This standard specifies critical requirements for thermal paper such as image stability and resistance to fading or discoloration over time, ensuring that critical information on the paper remains intact.
26	Handloom Cotton Dusters	IS 859: 2024 Voluntary No of Licences – Nil	This standard prescribes the constructional particulars and other requirements of four varieties of handloom cotton dusters, grey, bleached, striped or checked.
27	Paper adhesives, liquid gum and office paste type	IS 2257: 1989 Voluntary No of Licences – Nil	It specifies requirements for adhesives used for joining paper to paper or paper to other surfaces such as paperboard, cloth, metals etc in general office use. Three types of adhesives are covered in the standard which are liquid gum starch based paste and polyvinyl alcohol based transparent adhesives.
28	Geometry Boxes	IS 2533:1978	This standard covers the requirements of school type

		Voluntary No of Licences – Nil	geometry boxes containing one each of the following instruments: a) Compasses; b) Dividers; c) Protractor, semicircular; d) Pair of set squares, 45° and 60° e) Measuring scale.
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2. Electronics & IT Solutions

In today's digital era, it is nearly impossible for any office to function without electronic and IT equipment such as computers, printers, keyboards, UPS systems etc. By adhering to standards during office procurements of these goods, offices can minimize risks related to electrical hazards, data security, system incompatibility and ensure safety, performance and energy efficiency. BIS has formulated number of standards on electronics and IT items used in offices as listed below. Purchasing electronics and IT equipment as per BIS standards will ensure long-term value and user safety. These standards are as follows:

Sl No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Information Technology Equipment Safety - General Requirements	IS 13252 Part 1: 2010 Mandatory No of Licences – 9743	It provides the safety requirements for IT equipment like computer, printer, keyboard, visual display units, CCTV cameras, USB type external hard disk drive to ensure their safe operation and minimizing potential hazards to users. It covers equipment operating on voltages up to 600 V. Compliance to this Standard ensures safety against electric shock, fire hazards, and mechanical hazards.
2.	Audio, video and similar electronic apparatus - Safety Requirements	IS 616: 2017 Mandatory No of Licences – 3088	It ensures safety requirements of audio, video and similar electronic apparatus (e.g. webcam, television, video camera), including entertainment systems and broadcasting equipment. It specifies safety guidelines for devices that operate with a supply voltage not exceeding 250 volts (AC or DC). It covers a broad range of consumer electronics, such as televisions,

			amplifiers, and sound systems, as well as professional audio and video equipment. This includes devices intended for receiving, recording, or reproducing sound and images.
3.	Uninterruptible power systems (UPS)- General and Safety Requirements for UPS	IS 16242 (Part 1) : 2014 IEC 62040-1 : 2008 Mandatory No of Licences – 271	It applies to uninterruptible power systems (UPS) with an electrical energy storage device in the d.c. link. This standard is intended to ensure the safety of installed UPS, both as a single UPS unit or as a system of interconnected UPS units. This standard does not cover UPS based on rotating machines
4.	120 mm DVD Rewritable Disk (DVD-RAM)	IS/ISO/IEC 16824:1999 Voluntary No of Licences – Nil	It specifies two related but different types of this disk, conditions for conformance, environments in which the disk is to be tested, operated and stored, mechanical, physical and dimensional characteristics of the disk, format of the information on the disk, including the physical disposition of the tracks and sectors, the error correcting codes and the coding method, characteristics of the signals recorded on the disk, thus enabling data processing systems to read the data from the disk.
5.	Cables for Data Transfer from Electronic Appliance	IS 14493 (Part 5):2018 Voluntary No of Licences –1	This standard provides requirements for various types of communication cables, including coaxial cables, twisted pair cables, and optical fiber cables.
6.	Liquid Crystal Display Devices	IS 15934 (Part 1/Sec 1):2021 Voluntary No of Licences – Nil	It defines general procedures for testing and gives general rules for the measuring methods of the electrical and optical characteristics, the rules for climatic and mechanical tests, and the rules for endurance tests.
7.	Digital Signatures	IS/ISO/IEC 14888-1:2008 Voluntary No of Licences – Nil	It specifies several digital signature mechanisms for messages of arbitrary length. The standard covers general principles and requirements for digital signatures.

3. Electrical Items

A wide range of electrical items are used in offices to support daily operations and to ensure a safe and comfortable working environment. These include power cables, batteries, circuit breakers, plugs & sockets etc. The BIS has formulated various standards for electrical items commonly used in office settings. Procuring electrical items conforming to BIS standards will promote energy efficiency and reduces repeated repair costs through enhanced durability and reduced equipment failure. The standards formulated by BIS in this sector for following products:

Sl No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Safety of household and similar electrical appliances- Microwave ovens	IS 302 (Part 2/Sec 25): 2014 Voluntary No of Licences – Nil	It specified safety requirements for microwave ovens used in with a rated voltage of 250V or less. This includes combination microwave ovens (microwaves with additional heating functions) and ovens designed for use on ships. It defines safety measures to prevent hazards such as electrical shocks, mechanical injuries, radiation exposure, and fire risks.
2.	Specification for commercial refrigerators	IS 1474: 1959 Voluntary No of Licences – Nil	This standard prescribes the general construction requirements of refrigerating cabinet within the range of 350 to 3000 liters net internal volume and operated by an electrically-driven refrigerating machine of the vapour compression type.
3.	Household and Similar Electrical Appliances Safety- General Requirements	IS 302 (Part 1): 2024 IEC 60335-1: 2020 Mandatory No of Licences – 57	This standard specifies the general safety requirements and constructional details for household and similar electrical appliances, focusing on electrical and mechanical construction aspects that affect safety, durability, and reliability during operation. It covers appliances with a rated voltage not exceeding 250 V for single-phase and 480 V for other appliances,

			including those powered by direct current and battery-operated appliances
4.	Electric Food-Mixers (Liquidizers and Grinders) and Centrifugal Juicer	IS 4250: 2025 Mandatory No of Licences – 167	This standard covers electric motor-driven food-mixers (grinders and liquidizers) and centrifugal juicers intended for household and similar use and designed for operation at voltages not exceeding 250 V a.c. Any other attachments agreed between the buyers and manufacturers are also covered within the scope of this standard provided it meets all the relevant requirements mentioned in the standard for example, blenders, food processor attachment etc.
5.	Plugs and Socket-Outlets for Household and Similar Purposes of Rated Voltage up to and Including 250 V and Rated Current up to and Including 16 A	IS 1293 :2019 Mandatory No of Licences – 540	It specifies the dimensions, specifications and requirements like durability, voltage rating, current rating, insulation resistance, resistance to humidity etc for plugs and socket-outlets.
6.	Self - Ballasted led lamps for general lighting services-safety requirements	IS 16102(Part 1):2012 Mandatory No of Licences – 631	It outlines the safety and interchangeability requirements and conditions, required for compliance of LED lamps for stable operations intended for general lighting purposes. The standard specifies the key requirements namely cap interchangeability, protection against accidental contact with live parts, insulation resistance, electric strength, mechanical strength, cap temperature rise, resistance to heat, resistance to flame and ignition, creepage and clearance distances
7.	Polyvinyl chloride insulated unsheathed and sheathed cables/cords with rigid and flexible conductor for rated voltages up to and including 1 100 V	IS 694: 2010 Mandatory No of Licences – 1217	This standard covers general requirements of single and multicore cables/cords with rigid as well as flexible annealed bare/tinned copper and aluminium conductor, insulated and sheathed (if any) with polyvinyl chloride (PVC) for rated voltages up to and including

			450/750 V ac, 50 Hz used in electric power and lighting including cables for outdoor and low temperature use. These cables may be used on dc systems for rated voltages up to and including 1 500 V to earth. This standard also includes cables with fire performance category in FR (Flame retardant) and category FR-LSH (Flame retardant low smoke and halogen) with conductor temperature not exceeding 70°C or 85°C. These cables require to qualify and comply the testing as specified in the respective category.
8.	Electrical accessories - Circuit - Breakers for overcurrent protection for household and similar installations- circuit - Breakers for a.c. operation	IS/IEC 60898-1: 2015 Mandatory No of Licences – 113	This standard specifies the requirements for circuit breakers designed for overcurrent protection in alternating current (AC) installations. It covers critical aspects such as terminology, classification, construction, marking and testing procedures to ensure the safety, reliability, and effective operation of circuit-breakers.
9.	Switches for Domestic and Similar Purposes	IS 3854 :2023 Mandatory No of Licences – 336	This standard applies to manually operated general-purpose switches for alternating currents only, with a rated voltage not exceeding 440 V and a rated current not exceeding 63 A, intended for household and similar fixed-electrical installations either indoors or outdoors.
10.	A.C. Motor Capacitors General - Performance, Testing and Rating - Safety Requirements - Guidance for Installation and Operation	IS 2993 (Part 1):2024 Mandatory No of Licences – 49	It applies to motor capacitors intended for connection to windings of asynchronous motors supplied from a single-phase system having a frequency up to and including 100 Hz and to capacitors to be connected to three-phase asynchronous motors so that these motors may be supplied from a single-phase system. This standard covers impregnated or unimpregnated

			capacitors having a dielectric of paper, plastic film, or a combination of both, either metallized or with metal-foil electrodes, with rated voltages up to and including 660 V.
11.	Electric kettles and jugs for household and similar use	IS 367: 1993 IEC 60530 Voluntary No of Licences – 5	This standard covers general, safety and performance requirements for electric kettles, jugs and other similar appliances for household and similar use having a rated capacity not exceeding 5 l and for connections for supplies at voltages not exceeding 250 V, ac, single phase or dc.
12.	Room Air Conditioners- Unitary Air	IS 1391 (Part 1): 2023 Mandatory No of Licences – 11	This standard specifies safety and performance requirements of single-phase non ducted unitary with single-stage, two-stage, multistage, fixed and variable speed air conditioners and heat pumps for household and similar application of rated capacity up to and including 10 500 W their rated voltage not more than 250 V a.c., 50 Hz for single-phase employing air cooled condensers and test methods for determination of various ratings. This standard is limited to systems utilizing a single refrigeration circuit, having one evaporator and one condenser.
13.	Room Air Conditioners - Split Air	IS 1391 (Part 2): 2023 Mandatory No of Licences – 49	This standard specifies safety and performance requirements of single or three phase non-ducted split with single stage, two stage, multistage, fixed and variable speed air conditioner and heat pumps (residential, commercial, and industrial) of rated capacity up to and including 18 000 W their rated voltage up to and including 250 V a.c., 50 Hz for single-phase and up to and including 415 V a.c., 50 Hz for three-phase power supply employing air cooled condensers

			and test methods for determination of various ratings.
14.	Secondary Cells and Batteries Containing Alkaline or Other Non-Acid Electrolytes - Safety Requirements for Portable Sealed Secondary Cells and for Batteries Made from Them for Use in Portable Applications - Nickel Systems	IS 16046 (Part 1): 2018 Mandatory No of Licences – 132	It specifies requirements and tests for the safe operation of portable sealed secondary nickel cells and batteries containing alkaline electrolyte, under intended use and reasonably foreseeable misuse.
15.	Secondary Cells and Batteries Containing Alkaline or Other Non-Acid Electrolytes - Safety Requirements for Portable Sealed Secondary Cells and for Batteries Made from Them for Use in Portable Applications- Lithium Systems	IS 16046 (Part 2): 2018 Mandatory No of Licences – 2881	It specifies requirements and tests for the safe operation of portable sealed secondary lithium cells and batteries containing non-acid electrolyte, under intended use and reasonably foreseeable misuse.
16.	Portable Electric Indoor Air Purifier	IS 17531: 2021 Voluntary No of Licences – Nil	This standard prescribes the performance requirements, and methods of test for portable electric indoor air purifiers and for the air purification function of combination devices. This standard is not applicable to appliances intended exclusively for industrial purposes, appliances intended for use in medical treatment locations, such as surgical suites, laboratories, medical treatments rooms, etc.’ and appliances intended for use inside vehicles
17.	Propeller Type AC Ventilating Fans	IS 2312:1967 Voluntary No of Licences – 14	This standard covers AC single or three phase propeller type ventilating fans such as exhaust fans, wall fans, window fans, kitchen fans for use at voltages not exceeding 250 V single phase or 440 V three phase and their associated speed regulators if any.
18.	Conductors For Insulated Electric	IS 8130:2013	This standard specifies the properties and construction of

	Cables And Flexible Cords	Voluntary No of Licences – Nil	copper and aluminium conductors for insulated electric cables and flexible cords
19.	Stationary Cells and Batteries, Lead - Acid Type with Plante Positive Plates	IS 1652:2013 Voluntary No of Licences – Nil	This standard specifies rated ampere hour capacities, overall dimensions, performance requirements and tests for high discharge performance, stationary lead acid cells and batteries using plante type positive plates.
20.	Electrical Call Bells and Buzzers	IS 2268:1994 Voluntary No of Licences – Nil	This standard covers the general safety and performance requirements for electrically operated call bells and buzzers for indoor use, designed for connection to supplies at voltage not exceeding 250 V ac single phase 50 Hz or dc.
21.	LED modules for general lighting	IS 16103 (Part 1):2012 Mandatory No of Licences – 92	Key aspects of this standard include electrical safety, thermal management, and material quality. Electrical safety measures address risks like shock and fire hazards, while thermal management requirements ensure the module doesn't overheat, which could lead to reduced lifespan or failure. Materials used must be resistant to heat and wear, ensuring the product's longevity.

4. Furniture Related Items

Furniture such as tables, desks, and work chairs play a critical role for providing comfort, thus enhancing productivity. These products if confirm to BIS standards, will be durable and resistant to wear. BIS has developed following standards on furniture products:

SI No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Tables and Desks	IS 17633: 2022	It specifies the requirements relating to the performance and safety that is,

		Voluntary No of Licences – 1	strength, stability and durability of tables and desks to be used for in a seated and/or standing positions, used by adults. This standard not only applies to completely manufactured/ fabricated tables and desks but also applies to ready-to-assemble units. Tables and desks covered under this standard fall under two categories- Office tables and Domestic tables.
2.	Wooden table tops	IS 4414: 1990 Voluntary No of Licences – Nil	This standard covers the requirements of materials sizes, construction and finish of wooden table tops for office, domestic and industrial use.
3.	Work Chairs	IS 17631: 2022 Voluntary No of Licences – Nil	IS 17631: 2022 deals with specifications for work chairs, which include completely manufactured or ready-to-assemble chairs used in office environments. This standard covers various chair types, ensuring they meet ergonomic, strength, and durability requirements.

5. Health, Hygiene and Personal Care Items

A wide range of health, hygiene, and personal care products are essential in maintaining cleanliness, safety, and comfort in offices. These include items such as towels, dusters, yoga mats, soaps, detergents, toilet paper, glass cleaners, insecticides etc. In addition, personal protective equipment like respiratory masks, safety footwear etc play a vital role in ensuring personal safety and hygiene. Adhering to BIS standards as listed below for these items reduce the risks associated with the substandard products.

SI No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Cotton Towelling and Towels	IS 7056: 2024 Voluntary No of Licences – 3	This standard prescribes constructional and performance requirements of cotton terry (turkish) and huck-a-back towelling and towels; bleached, dyed, printed or striped.

2.	Honeycomb and huckaback towels, cotton khadi, bleached or dyed	IS 3781: 2019 Voluntary No of Licences – Nil	This standard prescribes constructional particulars and other requirements of honeycomb and huckaback towels, cotton khadi, bleached or dyed. This standard does not specify the general appearance, feel, shade, etc, of the towels.
3.	Handloom cotton turkish honeycomb and huckaback towels and towelling cloth	IS 854: 2021 Voluntary No of Licences – Nil	This standard prescribes constructional particulars and other requirements for seven, five and four varieties of handloom cotton turkish, honeycomb and huckaback towels respectively. This standard does not specify the general appearance, feel, finish, etc.
4.	Woven, terry towelling fabrics and towels made of man-made fibres and their blends	IS 13472: 1992 Voluntary No of Licences – Nil	This standard specifies the performance requirements for woven terry towelling fabrics and towels made from man-made fibres and their blends used in the manufacture of beach, bath, hand, fingertip and kitchen towels and face cloths.
5.	Dusters, cotton khadi, bleached	IS 3777: 2019 Voluntary No of Licences – Nil	This standard prescribes constructional particulars and other requirements of dusters, cotton khadi, bleached. This standard does not specify the general appearance, feel, shade, etc, of the dusters.
6.	Ready to use insecticides for spot application	IS 10119: 1982 Voluntary No of Licences – Nil	This standard prescribes requirements and methods of sampling and tests for ready-to-use insecticides which are formulated in kerosene based solvent for spot application.
7.	Insecticidal Spray	IS 1824: 1978 Voluntary No of Licences – 1	It prescribes the requirements and methods of Sampling and test for insecticidal space sprays either in the form of single insecticide product or products based on insecticides mixtures. This Standard does not cover the requirements of ready to use insecticides meant for spot application. The aim of this Standard is particularly for

			formulations targeting pests with controlled chemical compositions in India.
8.	Cotton Yoga Mat	IS 17873: 2022 Voluntary No of Licences – Nil	This standard for the yoga mats would help the practitioners and students of yoga and other yoga enthusiasts to get access to a standardized yoga accessory which is ecofriendly and safe to use.
9.	Men's cotton knitted sports T-shirt	IS 4375: 2019 Voluntary No of Licences – Nil	This standard covers the requirements of yoga mats made of cotton. Based on mass ranging from 380-850 g/m ² and other constructional particulars, types of cotton yoga mats shall be classified into four varieties in the standard.
10.	Knitted Combat T-shirt	IS 17776: 2021 Voluntary No of Licences – Nil	This standard covers the requirement of cotton and polyester combat t-shirt in half sleeves round neck with disruptive pattern.
11.	Filtering half masks to protect against particles	IS 9473: 2002 Voluntary No of Licences – 27	This standard prescribes requirements for filtering half masks as respiratory protective devices against particles except for escape purposes. The masks are classified in three classes. FFP 1 filters are intended for use against solid particles only. FFP2 and FFP3 filters are subdivided according to their ability to remove both solid and liquid particles or solid particles only. The protection provided by FFP2 filter or FFP3 filter includes that provided by the corresponding filter of lower class or classes.
12.	Household Laundry Detergent Powders	IS 4955:2020 Voluntary No of Licences – Nil	This standard prescribes quality parameters to ensure detergent powder meet consumer expectations for cleaning efficacy and skin safety. The standard classifies detergents into three grades (1, 2, and 3) based on active ingredient content and cleaning efficiency. Grade 1 has the highest active

			ingredient concentration followed by Grades 2 and 3. Specific parameters such as detergency, ash build-up, and active alkalinity are outlined for each grade in the standard.
13.	Cleaning products for utensils	IS 6047: 2009 Voluntary No of Licences – 2	It prescribes the requirements and methods of test for dishes and utensil cleaning products. The standard classifies these products into 4 types, namely Type 1 (Bar), Type 2 (Liquid), Type 3 (Paste) and Type 4 (Powder) based upon the product form.
14.	NEEM cake for manuring	IS 8558: 2025 Voluntary No of Licences – Nil	Large quantities of Neem cake are available in the country and are used for manuring. It has an additional advantage of possessing pesticidal properties and finds favour with agriculturists. Neem cake acts as nitrification inhibitor. This standard prescribes the requirements for Neem cake for manuring. The oilcake obtained by all processes, including solvent extraction, is covered in this standard
15.	Toilet soap	IS 2888: 2004 Voluntary No of Licences – Nil	It prescribes requirements for toilet soap. The standard categorizes toilet soap into three grades based on cleaning and lathering properties. Cleaning efficacy of a soap depends on total fatty matter (TFM) of soap composition. Grade 1 has the highest TFM followed by Grades 2 and 3.
16.	Glass cleaner	IS 8540: 1986 Voluntary No of Licences – Nil	This standard prescribes the requirements for glass cleaner, liquid which may be used on wind shields, windows, globes, shells, tablewares, glass mirrors and the surfaces of other glasswares/ products.
17.	Toilet paper	IS 14661: 1999 Voluntary No of Licences – Nil	This standard prescribes requirements for toilet paper supplied in rolls (usually perforated) or as interleaved

			sheet packs. The toilet paper has been categorized in two types in the standard: Type 1 — Creped toilet paper; and Type 2 — Uncreped toilet paper.
18.	Polyvinylchloride P V C Industrial Boots	IS 12254: 2021 Mandatory No of Licences – 8	This standard prescribes requirements for safety, protective and occupational PVC footwear for protection of workers involved in industrial work. These boots are classified by design (ankle boots or wellington/gum boots) and protection level: Variety 1: Safety footwear, incorporating features like toe caps for impact and compression resistance, Variety 2: Protective footwear offering protection against specific hazards and Variety 3: Occupational footwear for general industrial use
19.	Moulded Plastics Footwear Lined or Unlined Polyurethane Boots for General Industrial use	IS 16645 : 2018 /ISO 5423 : 1992 Mandatory No of Licences – Nil	This standard specifies requirements for boots, moulded from polyurethane compound, for general industrial use. The boots may be either fabric-lined or tinlined and of any style from ankle boots to full thigh height inclusive.
20.	All rubber gum boots and ankle boots for occupational purposes	IS 5557 (Part 2) : 2018 Mandatory No of Licences – Nil	This standard prescribes requirements for rubber boots to be used by workers in wet and slurry conditions or in conditions where the workers are exposed to chemicals, oil and grease.
21.	Safety Footwear	IS 15298 (Part 2) : 2024 Mandatory No of Licences – 119	IS 15298-2 specifically addresses safety footwear designed to protect users from risks such as impact, compression, slipping, and punctures.
22.	Leather Safety and Protective Footwear	IS 14544:2022 Mandatory No of Licences – 1	This standard prescribes requirements for leather safety and protective footwear having steel toe caps and with direct moulded polymeric soles for protection of users.

23.	Drinking Water Coolers	IS 1475: 2024 Mandatory No of Licences – 12	This standard specifies the general construction, performance, safety, and methods of testing of pressure and storage type drinking water coolers up to and including 225 l/h cooling capacity and up to and including 550 litre storage capacity. This standard covers the water coolers with rated voltage not exceeding 240 V, 50 Hz a.c. for single phase and 415 V, 50 Hz a.c. for three phase including units with fixed speed and variable speed compressors.
24.	Metal Dustbin	IS 1495:2022 Voluntary No of Licences – Nil	The standard prescribes requirements for metal dustbin such as material used in manufacturing, capacity, shapes & dimensions, workmanship & finish etc.
25.	Domestic Stainless Steel Vacuum Flask/Bottle	IS 17526: 2021 Mandatory No of Licences – 21	The standard covers the minimum requirements of domestic vacuum insulated stainless steel flask/bottle for storage and maintaining the temperature of hot and cold liquids used for drinking purpose. The standard covers the any capacity of flask/bottle between 150 ml to 2500 ml as agreed to between manufacturer and purchaser.
26.	Potable Metallic Water Bottles	IS 17803 : 2022 Mandatory No of Licences – 46	This standard covers minimum requirements of potable copper, stainless steel, aluminium bottle for carrying drinking water up to 1 500 ml. This standard does not cover insulated and vacuum flask.
27.	Cotton khadi bedsheets, bleached or dyed	IS 3776 : 2021 Voluntary No of Licences – Nil	This standard prescribes constructional particulars and other requirements for cotton khadi bedsheets, bleached or dyed.
28.	Umbrella	IS 2920 : 1981 Voluntary No of Licences – Nil	This standard covers the requirements for complete umbrellas including cloth, stopper, stick, handle, ribs, assembly etc.

29.	Table tennis balls	IS 3659:1993 Voluntary No of Licences – Nil	This standard covers the requirements for table tennis balls in white or yellow color.
30.	Cricket Bats	IS 828:2023 Voluntary No of Licences – Nil	This standard covers the requirements for cricket bats which are used to play with leather balls,
31.	Wicket Keeping Gloves	IS 3785:2023 Voluntary No of Licences – Nil	This standard covers materials, dimensional, and constructional requirements for wicket keeping gloves.
32.	Table Tennis Rackets	IS 4141:1988 Voluntary No of Licences – Nil	This standard covers the requirements for table tennis rackets including material used, shapes and dimensions.
33.	Cricket Stumps and Bails	IS 6621:2023 Voluntary No of Licences – Nil	This standard covers the requirements for stumps and bails used in the game of cricket made of ash wood, eucalyptus wood and mango or arjun wood in both adults and junior sizes.
34.	Non-invasive Blood Pressure Monitoring Equipment	IS 13450 (Part 2/Sec 30) : 2006 Voluntary No of Licences – Nil	This standard specifies requirements for the safety, including essential performance, of automatic cycling non-invasive blood pressure monitoring equipment.

6. Infrastructure and Maintenance Related Items

A wide variety of products are used in infrastructure development and maintenance activities to ensure functionality, durability and visual appearance of office premises. These include brushes, paints, varnishes, distempers, putty etc all of which are essential for painting and surface finishing. Tools such as steel hammers, trowels, and hacksaw blades support various maintenance and repair tasks. Additional products like padlocks required for security and even specialized items such as fertilizers play a role in maintaining green spaces within premises. Following the products as listed below, the relevant BIS standards may be adhered to ensure quality and uniformity in purchases:

Sl No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Brushes, paints and varnishes, flat	IS 384 :2002 Voluntary No of Licences – Nil	This standard prescribes requirements for flat brushes for paints and varnishes, made from bristles and set in a suitable cement.
2.	Steel hammers	IS 841: 1983 Voluntary No of Licences – Nil	It covers requirements for Engineer's ball pein hammer, Engineer's cross pein hammer, Double face sledge hammer, Cross pein sledge hammer, Straight pein sledge hammer, Stone breaker's hammer (oval eye), Stone breaker's hammer (round eye), Boiler scaling hammer, Spiking and keying hammer, Spiking and keying hammer (alternate design), Spiking hammer and Keying hammer.
3.	Enamel for domestic and decorative applications	IS 2932: 2013 Voluntary No of Licences – 25	This standard prescribes requirements for paint enamel used in painting system for protection and household/decorative purposes
4.	Ready Mixed Paint Air Drying Red Oxide Zinc Chrome Priming	IS 2074: 2023 Voluntary No of Licences – 16	This standard prescribes requirements for the air drying, red oxide-zinc chrome primer.
5.	Distemper, dry, colour as required	IS 427: 2013 Voluntary No of Licences – Nil	This standard prescribes requirements for dry distemper, colour as required. The material is used as a flat finish for protection and interior decoration on building surfaces.
6.	Washable distemper	IS 428: 2013 Voluntary No of Licences – 4	This standard prescribes the requirements for washable distemper. The material is used as a flat finish for protection and interior decoration on building surfaces where frequent

			washing may become necessary.
7.	White cement based polymeric putty	IS 17545: 2021 Voluntary No of Licences – 10	This standard prescribes the requirements for white cement based polymeric putty for use as a finished skim coat on internal or external plastered surfaces.
8.	Nitrophosphate Based Granulated Fertilizers	IS 7131: 2022 Voluntary No of Licences – Nil	This standard prescribes the requirements for nitro phosphate based granulated fertilizers.
9.	Municipal solid waste compost, manure grade	IS 16556:2016 Voluntary No of Licences – Nil	This standard prescribes the requirements for municipal solid waste compost, manure grade in powdered or granular form
10	Vermicompost	IS 16702:2018 Voluntary No of Licences – Nil	This standard prescribes the requirements for Vermicompost, manure grade which bio-fertilizer produced as vermicast using various worms
11	Coir Mats	IS 11420 (Part 19): 2020 Voluntary No of Licences – Nil	It covers requirements for coir mats used as door mats.
12	Wall clocks (battery operated)	IS 12510: 1988 Voluntary No of Licences – Nil	Covers the requirements for general purpose wall clock dry cells and batteries.
13	Trowels for Use in Foundries	IS 6013: 2023 Voluntary No of Licences – Nil	This standard specifies the requirements for trowels for use in foundries for making, finishing and repairing the moulds.
14	Hacksaw blades	IS 2594: 2003 Voluntary No of Licences – Nil	This standard covers the dimensions other requirements for hand and machine hacksaw blades
15	Padlocks	IS 15275: 2003 Voluntary No of Licences – Nil	This standard lays down material, principal dimensions, requirements for various types of padlocks.
16	Electric Soldering Irons	IS 959:1994 Voluntary No of Licences – Nil	This standard covers general, safety and performance requirement for soldering irons for connection to

			supplies at voltages not exceeding 250 V ac single phase, or dc.
17	Rotary and rotary impact masonry drill bits with hard metal tips	IS 15075:2024 Voluntary No of Licences – Nil	It specifies the dimensions, in of rotary and rotary impact masonry drill bits with hard metal tips, having diameters in the range of 4 mm to 25 mm.
18	Pliers and Nippers	IS 2615 (Part 1):2023 Voluntary No of Licences – Nil	It provides general technical requirements to be met by pliers and nippers for safe use.
19	Cold chisels	IS 402:1990 Voluntary No of Licences – Nil	This standard covers the dimensions and other requirements for flat cold chisels, cross-cut cold chisels, diamond-cut cold chisels and half-round nose cold chisels intended for cold cutting of metals by hand use only.
20	Steel Measuring Tape	IS 1269 (Part 2):1997 Mandatory No of Licences – 4	This standard specifies nominal lengths from 0.5 to 200 m. Tape shall be made from suitable steels or stainless steel which are sufficiently durable, stable and resistant to environmental influences.
21	Drywall Screws	IS 18507:2024 Mandatory No of Licences – 1	This standard specifies the characteristics of cross recessed bugle head/trumpet head drywall screws for thread diameter from 3.5 mm to 5.5 mm
22	Chipboard Screws	IS 18508:2024 Mandatory No of Licences – 2	This standard specifies the characteristics of cross recessed chipboard screws for threaded diameter from 3 mm to 6 mm.
23	Bolts	IS 1364 (Part 1): 2023 Mandatory No of Licences – 73	This standard provides detailed dimensions for bolts ensuring consistency and interchangeability
24	Screws	IS 1364 (Part 2): 2023 Mandatory No of Licences – 80	The standard provides detailed dimensions for screws, ensuring consistency and interchangeability.

25	Bib Taps and Stop Valves for Water Services	IS 781:1984 Voluntary No of Licences – 19	This standard specifies requirements for bib taps in 8,10,15,20,25 mm sizes and stop valves in 8,10,15,20,25,32,40 mm sizes. The size here indicates the nominal bore of the socket or pipe outlet to which the tap or valve is fitted.
26	Endless Narrow V-Belts	IS 14261:1995 Mandatory No of Licences – 12	This standard provides guidelines on the specifications, dimensions, and operational criteria for narrow V-belts, also known as wedge belts. Key elements covered in this standard include the physical characteristics of V-belts, such as pitch width, top width, and height.
27	Endless V - Belts for general industrial purposes	IS 2494 (Part 1):1994 Mandatory No of Licences – 56	This standard covers the dimensions and other requirements of endless V-belts for power transmission in general industrial applications. The V-belts conforming to this specification are recommended for operating at ambient temperature between + 60°C and - 18°C.
28	Endless V - Belts for fire resistant and antistatic purposes	IS 2494 (Part 2):1993 Mandatory No of Licences – 2	This standard covers the requirements for fire resistant and antistatic V-belts and the methods for determining the fire resistance and electrical surface resistance of V-belts.
29	Grooved pulleys for endless V - Belts	IS 3142:1993 Voluntary No of Licences – Nil	This standard covers the general requirements both for V-grooved pulleys for 2, A, B, C, D and E section industrial V-belts and for SPZ, SPA, SPB and SPC section wedge belts used for power transmission. Pulleys covered in the standard are of dual duty type and same pulley shall be used with industrial and wedge section V-belts except D and E

			section V-belts which are not dual duty type.
30	Hand Hoes	IS 14540:1998 Voluntary No of Licences – Nil	This standard prescribes the requirements of various types of hand hoes such as V-blade hand hoe, garden dutch hoe, hand cultivator used for intercultivation.
31	Mild Steel Wire for General Engineering Purposes	IS 280:2006 Mandatory No of Licences – 90	This standard specifies the requirements for mild steel wires which are widely used in general engineering applications. ranging from 0.125 mm to 12.5 mm in diameter.
32	Unplasticized Polyvinyl Chloride PVC-U Threaded Column Pipes for Borewells/Tubewells	IS 18166:2025 Voluntary No of Licences – Nil	This standard covers the requirements of unplasticized polyvinyl chloride threaded column pipes of socketed type and coupler joint type, for use with jet or submersible pumps in borewells/tubewells for water supply.
33	Unplasticized PVC Pipes for Potable Water Supplies	IS 4985:2021 Voluntary No of Licences – 959	This standard covers requirements for plain as well as socket-ended pipes, including those for use with elastomeric sealing rings, for potable water supplies.
34	Masonry Drill	IS 4665 (Part 2/Sec 1):2023 Voluntary No of Licences – Nil	This standard covers safety requirements for hand-held motor-operated electric drills and impact drills
35	Fibre Ropes	IS 18759: 2024 Voluntary No of Licences – Nil	This standard specifies requirements for 8-strand braided ropes, for 12-strand braided ropes, and for covered rope constructions for general purpose made of high modulus polyethylene.

7. Cafeteria and Canteen Related Items

Food is fundamental to well-being and no one can perform at their best on an empty stomach. To ensure efficient, hygienic and safe operations in canteens and mess facilities established in office premises, a range of products are essential. These include utensils, food-grade materials packaging materials etc. BIS standards ensure that all materials in contact with food comply with health and safety parameters. Even items like wax candles used during power outages or for ambient lighting are standardized to ensure safe use. Standards for following products are developed in this sector:

Sl No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Stainless Steel Utensils (includes Cooking, Serving, Table and Storage utensils)	IS 14756 : 2024 Mandatory No of Licences – 128	This standard lays down the minimum requirements for Cooking utensil, Serving utensils, Table utensils and Storage utensils made up of stainless steel
2.	Forks	IS 16218 : 2014 Voluntary No of Licences – Nil	This standard covers the requirements for types of forks made from stainless steel and nickel silver plated with brass as a parent material with or without plastic handle Table/Serving fork, Dessert fork, Fish fork and Pastry fork
3.	Spoons	IS 16286 : 2014 Voluntary No of Licences – 1	This standard covers the requirements for the spoons made from stainless steel and nickel silver plated with brass as a parent material for Serving spoons, Table/serving spoon, Dessert spoon, Tea spoon, large or Baby spoon, Tea spoon, small, Coffee spoon, Soup spoon, Mustard spoon; and Salt spoon.
4.	Potato peeling machine (Electrically Operated)	IS 13836 : 1993 Voluntary No of Licences – Nil	This standard covers the requirements for electrically operated machine for peeling of potato skin.
5.	Wax candles	IS 11359 : 1985 Voluntary No of Licences – Nil	This standard prescribes requirements of wax candles for use for illuminating

			purposes (excluding ornamental candles)
6.	Cutlery and table hollowware	IS 15104 (Part 1 to 8) Voluntary No of Licences – Nil	It specifies performance requirements for metal cutlery and related implements intended for use in the preparation of food.
7.	Glass Tableware	IS 1961:1968 Voluntary No of Licences – Nil	This standard prescribes the requirements for glass tableware. This includes tumblers, plates, cups, saucers, mugs, jugs, stemware, bowls, casseroles, dishes with or without cover. They can also be used for preparing food.
8.	Fine (Bone) china crockeryware	IS 6988: 2002 Voluntary No of Licences – Nil	This standard prescribes the requirements for fine (bone) china crockeryware.
9.	Plastics crates for fruits and vegetables	IS 15532: 2004 Voluntary No of Licences – 10	This standard prescribes the requirements for rigid and collapsible plastic crates for holding and transporting fruits and vegetables.
10	Wrought and Cast Aluminium Utensils	IS 1660: 2024 Mandatory No of Licences – 164	This standard prescribes general requirements, material and thickness for commonly used wrought and cast aluminum utensils upto 30 litres capacity for Utensils, Thick bottom utensils, Compartmental trays and Lunch boxes
11	Aluminium and aluminium alloy bare foil for food packaging (<i>lunch boxes also included in the standard</i>)	IS 15392: 2003 Mandatory No of Licences – 109	This standard covers the requirements of annealed aluminium and aluminium alloy bare foil for food packaging. It is applicable for 0.011 mm to 0.075 mm thickness.

8. Packaging Materials

Packaging materials such as plastic air bubble film, envelopes, adhesives etc are vital for secure and efficient handling of materials in offices and cushioning and protection during transit. Further, the products like textile cloth, sutli etc also used in various Government organizations

for packaging and sealing of representative/evidence samples. Adhering to BIS standards for these products ensure quality of packaging, thereby protecting postage and transportation of our important communications, samples and materials.

Sl No	Product/Item	Relevant Standard Number Status of Standard (Mandatory/Voluntary) and Number of Licences	Key Features
1.	Polyethylene air bubble film	IS 12787: 1989 Voluntary No of Licences – Nil	This standard prescribes the requirements, for two-layer polyethylene film with trapped air bubbles to give cushioned protection.
2.	Correspondence Envelopes	IS 13892: 1999 Voluntary No of Licences – Nil	This standard prescribes the designations for correspondence envelopes in general and machineable mail in particular intended to be sent by post.
3.	Polypropylene Sutli	IS 13959: 2024 Voluntary No of Licences – Nil	This standard prescribes the requirements for sutli made out of polypropylene (PP).
4.	Silica Gel	IS 3401:2023 Voluntary No of Licences – 1	It covers requirements for silica gel is used as desiccant for packages.
5.	Cloth, cotton khadi, bleached, for general purposes	IS 3784: 1994 Voluntary No of Licences – Nil	This standard prescribes constructional particulars and other requirements of two varieties of cloth, cotton khadi, bleached, for general purposes.
6.	Plastic Adhesive Tapes	IS 13262:1992 Voluntary No of Licences – Nil	This standard specifies requirements for pressure sensitive adhesive cellulose, plasticized PVC, unplasticized PVC, polyester, polyethylene, polypropylene tapes for closing and sealing inner and outer containers normally used in packages.
7.	Jute Canvas Postal Bags	IS 11193:2023 Voluntary No of Licences – Nil	This standard prescribes the constructional details and other requirements of four sizes of jute canvas postal bags, proofed and unproofed.



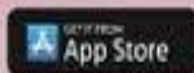
बीआईएस केयर ऐप 3.0

गुणवत्ता और सुरक्षा के लिए आपका पसंदीदा ऐप

8 मिलियन लोगों ने डाउनलोड किया सुरक्षा का आधार
क्या आपने भी ?



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